

UNIV. OF MICH.
OCT 23 1902

THE

Library Journal

OFFICIAL ORGAN OF THE AMERICAN LIBRARY ASSOCIATION

CHIEFLY DEVOTED TO

Library Economy and Bibliography

VOL. 27. NO. 10.

OCTOBER, 1902.

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NEW YORK: PUBLICATION OFFICE, 298 BROADWAY.

LONDON: SOLD BY KEGAN PAUL, TRENCH, TRÜBNER & CO., PATERNOSTER HOUSE,
CHARING CROSS ROAD.

YEARLY SUBSCRIPTION, \$5.00.

MONTHLY NUMBERS, 50 cts.

Price to Europe, or other countries in the Union, 20s. per annum; single numbers, 1s.

Entered at the Post-Office at New York, N. Y., as second-class matter.

London Agency for American Libraries

EDW. G. ALLEN & SON, Ltd.,

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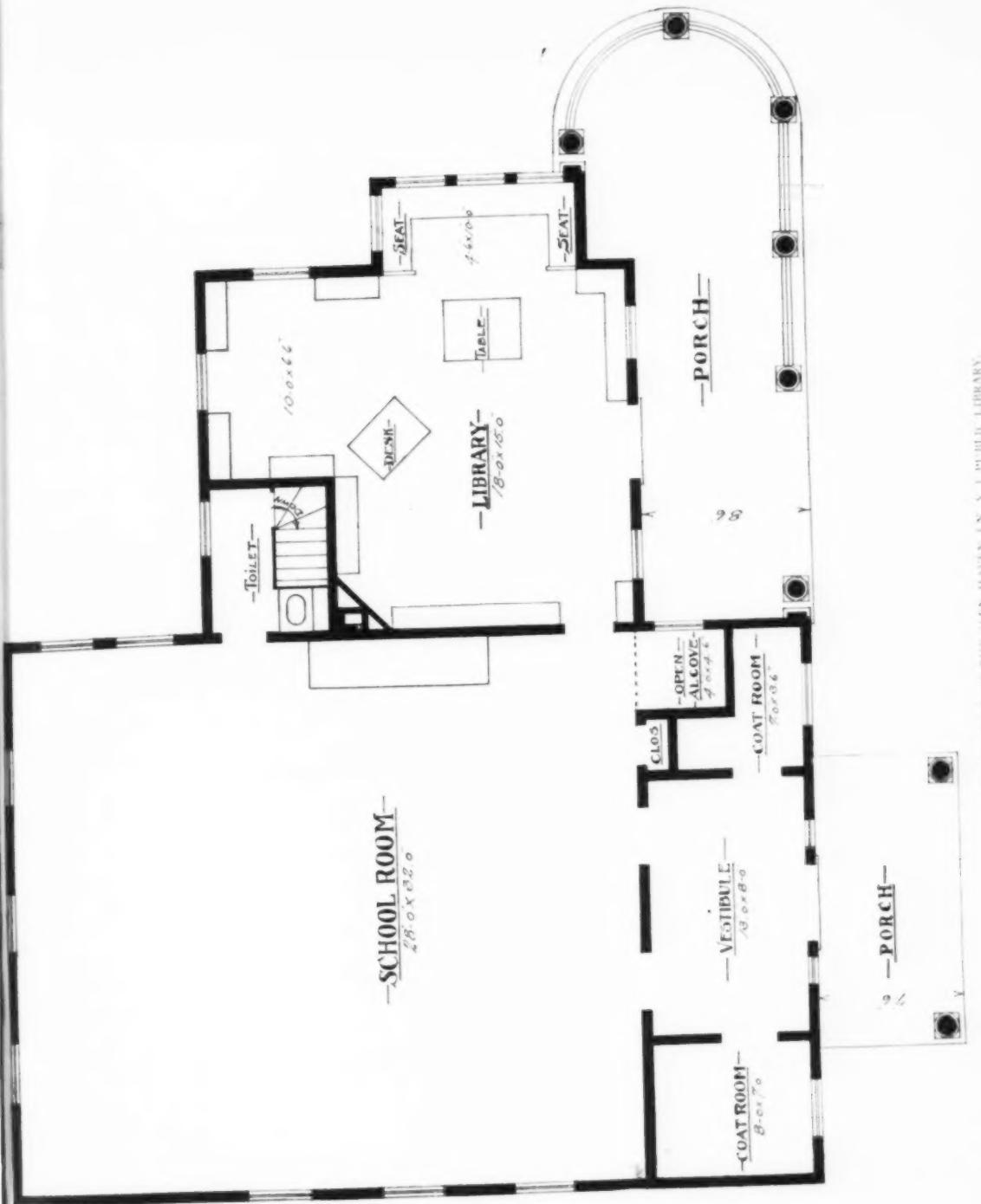
**British published Books are becoming daily scarcer, owing mainly to
the enormous increase of Public Libraries, and the widely spreading
demand for British published Books.**

The following opinion was recently received from a correspondent:

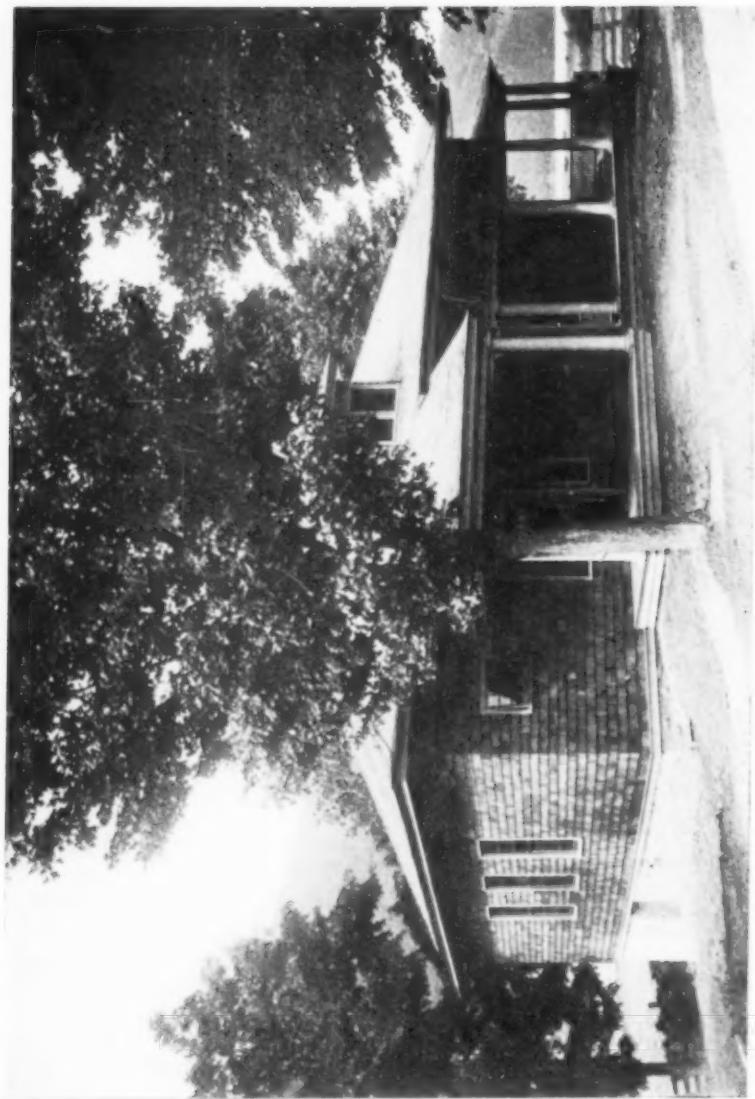
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EDW. G. ALLEN believes that he may fairly claim to be a Benefactor to the Intellectual Life of America, having, during his long experience of Library Work, shipped to American Libraries over two million Books, of course involving a very large expenditure of money.

1856—1902.



(B) (1) (S) PLAN OF THE GLEN HAVEN (N.Y.) PUBLIC LIBRARY.



E. K. Rossiter, Architect.
THE GLEN HAVEN (N. Y.) PUBLIC LIBRARY AND SCHOOL.

THE LIBRARY JOURNAL

VOL. 27.

OCTOBER, 1902.

No. 10

At the Lake Placid meeting of the New York Library Association the subject of library training was much in evidence, and the discussion showed strongly the general feeling that there is need of more uniformity and a required standard in this particular branch of library effort. It is not the work of the established schools, nor of summer or other courses conducted under competent leadership, that is called in question; but the influence of various agencies of instruction in librarianship — so-called schools and semi-private courses — that have multiplied within recent years and that are known to all familiar with library training to be unworthy of the name. The direct question was asked, Is there anything that librarians as a body can do to save persons who desire to fit themselves for librarianship from applying to inferior sources of so-called training, and also to protect librarians and library boards from being imposed upon by certificates and diplomas from such sources? — and it met with the prompt suggestion that "a courageous committee" be appointed to report fully upon existing agencies of library training, from the point of view of their practical efficiency and the character of their instruction. Such a committee has been appointed by the New York association, following the example set a month before at the Western Library meeting in Madison. The results of their labors will be awaited with interest; their task is not an easy one, but if wisely carried through it will be an important move in the right direction. This whole subject of library training is one that especially demands the attention of the national body of librarians, and until it is taken up in earnest by the A. L. A. Committee on Library Training it will not have been put upon its proper plane.

It is worth while for librarians to consider carefully the conditions indicated in the presentation elsewhere of "the other side" of the

desk assistant's work. We have heard much—and rightly—of the importance of desk work, as the center of contact with the public, of its defects, and of its possibilities; but there has been too little insistence upon the fact that in the average public library the conditions under which this service is rendered are such as to militate against its best effectiveness. Indeed, in planning the routine of library administration the librarian is too apt to look upon the human machine as wholly mechanical, forgetting that the service he desires is one that machinery alone cannot give. Too unyielding a routine, too exacting an arrangement of hours, these, as much as if not more than the low rate of salaries, are mainly responsible for inefficient or unsuitable library assistants. It is quite true that there is a certain economy in time in keeping one person at the same work so long that it becomes in a way automatic, and perhaps there is less liability to mistakes, up to a certain point; but in desk work, at least, consideration for the assistant and for the public would dictate change of occupation once in two hours. Those of us who in times of mental fatigue have allowed ourselves to settle down to routine work in sheer absence of energy, know how more than stupefying routine work is, and how little interest we are able to take in it; and routine work of this sort is very far from being *service* to the public.

IMPROVED hours are really more important than improved salaries in their relation to the assistant's work. The break at noon should always be an hour at least, and for those who cannot easily go home for luncheon there should be a pleasant room, conveniently equipped, giving in itself a complete change of atmosphere. Such a change twice a day, at luncheon and at dinner, has the same effect throughout the year as the vacation change of surroundings once a year. The harness does not rub constantly in the same place;

it is eased a little. If liberal hours for meals are important, the time at which meals are taken is no less so. To keep any one from eight o'clock until two without eating, or to require one's lunch hour to be at eleven a.m., or dinner at five p.m., with a long evening's work afterward, is bad hygiene and bad policy, and should be avoided. More things can be done with time schedules than are dreamed of by the casual hand at schedule-making, if the welfare and convenience of the assistants are really a part of the matter at heart; and the number of hours per week need not be lessened, if it is a reasonable number of hours to begin with. So far as salaries are concerned, it may be fair to pay a low salary to an untrained beginner, if she has at the same time some opportunity to improve herself and prepare for promotion; but to take all her time and all her vitality in return for the small salary is not fair at all. One can get plenty of library machines; but when one desires live people, inspired to do good and always better work, there is only one way of securing them—reasonable hours, occasional change of occupation, opportunity to improve, and fair payment. The assistant who under these conditions regards her work as a "soft snap" will soon be detected, and superseded. The majority, under such a régime, would take a new interest in their work and be what they were intended to be, and what many of them, without such a régime, still faithfully try to be—assistants.

Communications.

INFORMATION DESIRED REGARDING BOOKS FOR THE BLIND.

THE Library of Congress is desirous of obtaining information regarding the books for the blind, from the various libraries throughout the country. This information should cover the number of books, music and magazines in the different systems, also number and class called for most frequently; the number of blind persons using the library, and if readings and musicales are given, the number in attendance.

Other information of like character will be appreciated. ETTA JOSELYN GIFFIN,
In charge Reading Room for the Blind.

LIBRARY OF CONGRESS, }
Washington, D. C. }

INFORMATION ON LOUISIANA GENEALOGY.

MANY libraries devote large space to genealogy, in which information respecting Louisiana must of necessity be deficient on account of the lack of books on the subject. There are two sources of information, one "Creoles of St. Louis" by Paul Beckwith, the other a series of articles published by Chas. Patton Dimitry in the *Times-Democrat* of 1892. These have been indexed, and we shall be happy to forward copy of the index to any library desiring it, and especially to any library possessing a file of the paper of that year.

Since we have a file here, and there is also one in the city archives it will always be possible to find an amanuensis who can copy any parts specially needed.

WILLIAM BEER.

HOWARD MEMORIAL LIBRARY, }
New Orleans, La. }

THE BLOOD MEMORIAL LIBRARY OF WINDSOR, VT.

ON page 116, second column, of the report of the Magnolia Conference there is an erroneous item about "The Mary L. Blood Memorial Library." The item was published in substantially the same erroneous form some months ago in the *L. J.* This "Blood Memorial Library" is not in Windsor, but in Brownsville, formerly called West Windsor, and the gift referred to ought not to be referred to the Library of the Windsor Library Association, which was founded in Windsor nearly 20 years ago and now has nearly 10,000 volumes.

EDWARD N. GODDARD,
Librarian and Trustee.

WINDSOR, VT. }
Library Association. }

FIRST ISSUE OF THE "REVIEW OF REVIEWS."

SEVERAL requests for information regarding the first issue of *The Review of Reviews* in America have been received. The Library of Congress is in receipt of a letter from the publishers advising that the first purely American number of *The Review of Reviews* published and printed in this country was April, 1891. January and February-March (double number) were reprinted here, the reading matter being the same as the English edition. Special covers bearing the imprint of "The Critic Company, New York," however, appeared upon the numbers circulated in this country as early as September, 1900, volume 2, no. 1.

ALLAN B. SLAUSON,
Chief of Periodical Division.

LIBRARY OF CONGRESS, }
Washington, D. C. }

SOME GENERAL RULES AND SUGGESTIONS FOR A LIBRARY STAFF.

BY WILLIAM H. TILLINGHAST, *Assistant Librarian of Harvard College.*

To achieve good results the administrative force of a library, though it consist of but one person, must have a reasoned and approved habit of work. Where the force is small this habit of work is not commonly formed into a code of rules, but as the force grows in number the introduction of division of labor, the multiplying of detail, the greater diversity of individuality, the increasing remoteness of the subdivisions of the staff from one another and from the center of control, the frequency of change in personnel, combine to make necessary a definite statement of the customs and methods of the library that shall serve as a guide and standard with which every member of the force can become familiar. Under such conditions the introduction of written rules becomes a requirement of the business, in no way casting an imputation upon the staff. Indeed it is not to be supposed that any body of library workers will partake of that sensitiveness in regard to rules or laws which is so sure a sign of immaturity.

In Harvard College Library tradition had long taught what was permitted to the staff and what not, just as tradition had taught the methods of work—how to enter this or that, where to insert or where omit a comma, or when to make a subject entry in the author catalog—though tradition has sometimes been troubled to explain the why of its dictums to a new assistant of an inquiring turn, or to set forth satisfactorily by what steps a "blue" card has come to be, occasionally, one with a red line across it and a "red" card one with no line at all. In the process of compiling rules for cataloging and for other branches of the work it appeared that there were certain rules binding on all members of the force which might to advantage be formulated apart from the special rules, and certain suggestions about methods which might well be joined with them. These rules and hints were therefore set down, submitted to the heads of departments and to the more experienced assistants, and thus

gradually extended to cover the more important part of our work. Growing in this manner by accretion and representing two differing aims, the fact that they were not intended for publication hardly needs mention. Notwithstanding their defects, since other libraries have similar rules and perhaps the same need of codifying them, I am glad to avail myself of a suggestion that they might interest readers of the JOURNAL, and present them in the hope of getting help from the experience of others. They have been somewhat modified by omitting such as applied to customs peculiarly our own, and by giving to some paragraphs a general expression.*

Regular attendance is necessary, and a full day's work is expected of everyone. Begin work promptly, avoid interruption so far as possible, stop promptly at the closing hour. The entries on the time card are to be the times of actually beginning and quitting work, not the times of entering or leaving the building.

The time allowed for luncheon is an hour, to be taken between 12 and 2.30, and should not be exceeded; it is recommended, on the other hand, that it should not be greatly curtailed. The hours for luncheon are adjusted by heads of departments so that the necessary routine of each department may be properly carried on.

Absence without notification interferes with the proper arrangement of the work. It is necessary that everyone before taking time off shall consult the head of the department. In the case of unavoidable, unexpected absence, notice should be sent if the absence continues beyond the first day.

Vacations are not to exceed five weeks without special arrangement, and are to be taken in the summer. The schedule of vacations is arranged for each department by the

* The chief administrative divisions in Harvard College Library are the Ordering Department, Shelf Department, Cataloguing Department, and Department of Circulation. A large proportion of the assistants are paid by the hour.

head of the department in such a way that there shall always be present one or more persons competent to meet the ordinary calls made upon the department in the course of the usual summer work. The schedules, so adjusted that the vacations of one department shall not hamper to an unnecessary degree the work of any other departments, are submitted to the librarian for approval before they are considered settled. Changes in the approved schedule can be made only by special arrangement.

The order in which books are to be taken up is important; so far as the order is prescribed it should be exactly followed, and beyond that it should be the subject of careful thought, bearing in mind the probable demand for the books, their relative chances of injury or misplacement, and the requirements of other departments. As a rule very large and very small books, manuscripts, loose maps and plates should be sent rapidly through all their stages. On rare occasions delay may be judicious, as when an accumulation of books of one sort or on one subject may be treated more economically together than separately, or when a difficult work may to advantage wait for the arrival of a special reference book.

As the books received pass through the various administrative departments in the process of preparation for public use the heads of the departments are responsible for them while in their departments, responsible for their being kept safely, forwarded rapidly, and found promptly when needed in process. In the same way each worker to whom books are assigned is responsible for them to the head of the department until they have been transferred in the proper manner to another person. It should be understood that every book is to be producible at any moment during the entire process, and is to be produced at once for use in case of real need; the other departments are to work for and not against the circulating department in this matter, and the circulating department, on the other hand, should be careful to limit its calls to cases of real need and should take pains to see that a book taken out from the regular process is returned promptly and to the person responsible for it.

Make it a habit on receiving books to ex-

amine them for the cards and slips that ought to be in them, and if any are missing at once hunt them up. Before sending books along see that all the required cards and slips are in place. Make it a point to know what should accompany a book when it is in your charge, even though your work may not be concerned with the material.

Let all assistants examine at regular, stated intervals all books in their charge; they can thus put their hands at once on any book that may be wanted, and none will become unintentionally a transmittendum on their shelves.

Heads of departments should examine at intervals the books in charge of the members of their departments.

The books on the shelves of each assistant should be arranged, and kept arranged either alphabetically or by special numbers, and the system should be the same for the whole force.

Any injury done to a book by a member of the force should be reported at once to the head of the department, and any injury discovered in a book should be reported at once by the finder. Books injured beyond repair should be marked to show that the injury was done before the book was loaned.

Quiet is necessary, or highly desirable, for concentrated attention. Unfortunately most forms of library work require more or less consultation. Nevertheless each one can and should exert an influence for quiet in the work-rooms. Make consultations as short as possible, and remember that while a word or two now and then for recreation is all right, conversations, especially if not on the work in hand, are entirely out of place in working hours. Some persons may imagine that they can talk and work at the same time without loss of efficiency; such a one is probably self-deceived, but even if the supposition were correct, it should be considered that other persons within hearing are probably not so favored by nature that they can listen and work to advantage. Visitors should never be received in the work-rooms and persons having errands to other departments than their own should make them as short as possible.* Whispering is

* In college libraries the order department will often be practically a public office, and it should on this account occupy a separate room.

peculiarly fatal to attention and should not be permitted, necessary speaking should be in low but natural tones.

Avoid hurry; it begets inaccuracy and a double waste. Forethought, accuracy, and steady application will ensure rapid work.

Be methodical; good routine saves much time. But be always ready to sacrifice routine to special needs. The object of all the work is to meet the needs of those who use the library.

Keep order among implements as well as among books. Disko Troop, according to Mr. Kipling, insisted that things should be "kept sep'rate," and the rule is a good one in library work. Time spent in keeping a desk in order is well spent. Cards should not be left scattered about. Rubber bands and clips save time.

Reference books are not to be kept at one person's desk longer than immediate need requires. If a book is needed constantly for an hour or more a block with the name of the person using it is to be put in its place, even if it is a book seldom used. This applies to books kept in the work-rooms for use of the assistants.

No book is to be taken from the stack and kept at a desk over night, or for any length of time, without being replaced by a block, or charged at the charging desk.

Books borrowed from the reading room are to be returned to the officer in charge of that room by messenger and not left to be put back in the regular distribution of books.

Books or cards should not be left at another's desk (outside the regular and understood routine) without a note of explanation, or, if that would be too long, the name of the person leaving them should be given.

Take pains to push in catalog trays after using.

Take pains to fasten the rod that holds the cards whenever cards are removed or replaced, and form the habit of noticing whether the rod is fast whenever using a tray.

Persons finding cards out of place should not themselves correct the error, but should report it according to rule.

No one not a member of the catalog department should take cards from the cata-

log except by special direction of the head of that department.

When using the catalog members of the force should carefully avoid interfering with readers who may be consulting it, but should be ready to give assistance whenever it is needed, either by answering inquiries or by referring the inquirers courteously to the proper officer. Employment in a library confers no privilege but is an obligation to interested service in behalf of those who use the library.

Uncataloged books in any department cannot be taken out, even by members of the department, except by express permission of the head; books so taken out must without exception be returned to the head of the department the next morning.

There should be a definite rule, which should be carefully enforced, in regard to the length of time a book must be in circulation before it may be taken out by a member of the force, and the length of time it may be kept.

Do not spend time in doing what can be done equally well by someone who is paid at a lower rate.

Checks indicate that certain things have been done. Never make a check before you have actually done the thing that it indicates. Do not make a collating check until you have finished collating the book and know its condition; do not begin cataloging a book by making the cataloging checks; wait until all the work of cataloging is done. Any other practice destroys the value of the check and injures the reputation for trustworthiness of one who adopts it.

RULES AND SUGGESTIONS INTENDED PARTICULARLY FOR CATALOGERS.

Catalogers should keep notes of new rules and of others which they find it hard to remember, and they should make specimen copies of cards that illustrate particular points and will be used for future guidance, arranging all this matter in form for convenient consultation. It is especially desirable that beginners should take time to study the rules, committing them to memory and understanding them. Every rule has a reason, good or bad; if good, the cataloger is better

equipped by knowing it; if the reason is bad, the library will be better off if the cataloger recognizes the fact and calls attention to it. Suggestions for improving methods of work should be welcomed by heads of departments if based on careful thought. It is not meant that time is to be spent (especially by beginners) in argument on points of cataloging; quite the contrary. It is meant that work ought to be done intelligently and with interest in improvement, and not mechanically; that instruction and advice should be sought with discretion and fixed in the mind. In cataloging a state of pupilage is essential, but it should have an end. Catalogers should be as familiar with the rules as the revisers, and their work should come to the revisers free from errors of ignorance and carelessness. Until this point has been reached let no one imagine that even the foundations of expertise in cataloging have been laid, however long the term of service may be.

Work that is not to be revised calls for the exercise of great care, but work that is to be revised should not on that account be done with less care. Revising is intended to detect the errors that result from human lack of perfection, but to afflict the reviser with the correction of careless errors is unfair as adding unnecessary strain to an anxious task, and wasteful of the resources of the library. To leave one's own work at loose ends on the theory that the next person to whom it goes will be responsible if an error in it slips through uncorrected is neither good logic nor, as David Balfour would say, "the good Christianity." Revisers should not have to expect errors in copying, or punctuation, or capitalization (though genuine differences of opinion will occur), or in the form of ordinary names and entry words, and catalogers are responsible for errors of such nature, quite as though their work were not revised.

On the other hand it is but fair to the catalogers that the rules even to the smallest detail should be made conveniently accessible to every member, and the rules should be supplemented by a full collection of examples copied from the catalog.

In the case of books requiring research catalogers should make notes of points that

will be of use to the reviser, such as unusual authorities consulted, or conflict of good authorities about the form of name. It is usually better to give information of this sort in writing than orally. In the same way by notes and references one department can often help another department, and prevent the wastefulness of two persons making the same research on account of one book. Thus where subject classifying for the catalog is not done by the catalogers, the classifier can often save the time of the cataloger, and the catalog and shelf departments can often help each other. In general every member of the force should cultivate the habit of using methods as helpful as possible to those who take the books afterwards.

When in cataloging a book it is found necessary to change cards already in the catalog always insert a slip in place of the card withdrawn, unless the change to be made will bring it back into a different place, and no card is to be written which will occupy the place of the first. The cataloger should write on the temporary card book number, author, and short title, and sign the card. It is desirable to have a printed form for such use.

Take out no more cards than are really necessary—that is, take out none on which no change is to be made.

Books for which old cards have been taken out or which have in them cards which take the place of old cards should be sent to the reviser as soon as possible, and the reviser will attend to them in preference to ordinary work. In fact wherever it is not necessary that the reviser should have the book in hand with the changed cards, the cards should be sent along as soon as changed without waiting to finish the book.

When cards are taken out and it is found that the book in hand cannot be cataloged immediately, the cards should be sent back to the catalog, reference books collected should be returned, and the book itself put in its proper place on the cataloger's shelf.

If the duty of distributing cards in the catalog is assigned to one or more persons, cards taken out by catalogers should be replaced by the distributors and not by the catalogers who removed them.

Do not spend more time in changing an old card than it would take to write a new one—unless the retention of the old card is necessary as a matter of record. If order slips are preserved the original writing upon them should be disturbed as little as possible.

Book numbers should be written with particular attention to accuracy and distinctness.

Work sent back to be changed should be attended to at once and immediately returned to the reviser.

Since information useful to the cataloger is often contained in prospectuses, it is desirable that the order department should preserve prospectuses in a convenient file, and refer to them on the order slips.

WHAT IT IS AND WHAT IT IS NOT WORTH WHILE FOR THE CATALOGER TO SPEND TIME ON.*

It is worth while—to keep the various editions of a work or the various translations or other forms in which it has appeared clearly distinguished and orderly arranged.

It is worth while—to keep all the works by the same author together and distinct from works by another author of the same or similar name. The greatest care should be taken not to confuse such cases.

It is worth while—to fill out, when possible, the initials in the case of authors with surnames of common occurrence; and to spend a moderate amount of time in looking up the full names of other authors who only give initials.

It is worth while—to ascertain the various forms of mediæval and oriental names, to choose with care the one to be used in the catalog and to make references from the other forms.

It is worth while—in writing cards, to aim, not only at accuracy and legibility, but also at neatness, even writing and clear arrangement, as the cards are to remain in the catalog for an indefinite period and will be repeatedly referred to.

It is not worth while—in writing slips for the printer, to aim at anything but ac-

curacy and legibility, meaning by legibility that each letter must show clearly at first sight what it is, so that the printer shall not have to guess at a letter from those before or after it. Extreme regard for form and evenness are entirely out of place.

It is not worth while—in the case of new names that come up, especially French and German names, to ascertain from reference books the additional baptismal names that are ordinarily given to a child in France or Germany but are not used by the man—or to cumber our cards with them, unless it is clear that the man himself has used one or more of them regularly in printed work and not merely in one or two early works.

It is not worth while—to spend much time in trying to find out whether a lady is married or single. The maiden name may be inserted if it is found near at hand, it is not worth much search. It is, however, worth while to give somewhat more time to finding the proper name of a lady who uses only her husband's names.

It is not worth while—to look up in reference books recent publications which are evidently complete, have the necessary particulars of imprint on the title-page, and give the author's name in an apparently full form and in the vernacular of the author, with a fair chance that the name is not a pseudonym.

It is not worth while—to search through *unindexed* bulletins or catalogs to find the date of a book.

Above all it is worth while, in cataloging as in anything else, to be constantly on the alert and to look for a thing in the most likely place. Probably in this way more time can be saved than in any other. For this a familiar acquaintance with reference books, and with the scope and object of each one is essential. It is therefore worth while for beginners to examine carefully the leading reference books with a view to acquiring this knowledge, and for others to examine new reference books, which should be placed for a time on a special shelf for this purpose. Special helps will sometimes be found by means of the subject catalog—"when found make a note of." It is well to post in the cataloging room a list of the more useful books which are not kept in that room.

* The following paragraphs are given, with one or two exceptions, as written by Mr. W. C. Lane when head of the Cataloging Department in Harvard College Library.

THE CASE OF THE DESK ASSISTANT.

PRESENTED BY HERSELF.

IN the LIBRARY JOURNAL for May a Librarian and a Desk Assistant held an imaginary conversation upon the requirements and opportunities of an assistant's work. Whether the Desk Assistant was overawed by this unusual interview with her superior, or whether the point of view, logic, and conclusiveness of the latter's exposition were effective preventives of debate, is not clear; but to some of her fellow assistants at least there seems to be another side to the question, not touched upon in that conversation, which should not be ignored in any consideration of the desk assistant's shortcomings. And this is the strictly practical side of the time schedules upon which the desk assistant is expected to do her work. It is a condition not a theory that confronts the desk assistant—a condition of hours of service that until better adapted to the human machine must keep the librarian's vision of "the ideal desk assistant" in the realms of theory.

The desk assistant gives on an average from 42 to 50 hours a week in service to the library, that time being arranged in various schedules so as to include evening work and sometimes a weekly or biweekly half holiday, although this is by no means the rule. From eight to nine hours' service makes the usual working day. Her salary ranges from \$25 to \$40 a month. She works from one to three evenings a week; some Sunday work is generally necessary; her time schedule varies on different days according to whether or not night work is required of her. The following are typical examples of desk assistants' time schedules, as they exist in different libraries:

A. In this library, where night work for two days a week is required of the desk assistant, her time schedule for these two days is arranged thus: she arrives at 8.45 a.m.; departs for lunch at 1 p.m.; returns at 2.30 p.m.; departs for supper at 5.15 p.m.; returns from supper at 6 p.m.; and is on duty until 9 p.m.—thus making a ten-hour day for these two days. The other four days

in the week she arrives at 8.45 a.m.; departs for lunch at 1 p.m.; returns at 2.30 p.m., and is on duty until 6 p.m.—thus making a $7\frac{3}{4}$ -hour day for these four days. She is on duty one Sunday in ten from 2 p.m. until 9, with no time assigned for supper. This is the summer schedule; in winter it is the same with the exception that the hour of arrival is 9.45, the lunch hour is reduced one-quarter of an hour, and on two nights the assistants work until 10 p.m. instead of 9.

B. In this library, where 42 hours and three nights a week are the rule, the schedules are arranged thus: arrival 8.45 a.m., lunch 12-12.30, departure 6 p.m.; on the following day the hour of arrival is scheduled at 3.30 p.m., supper 5.30-6 p.m., departure 9 p.m. This scheme alternates a long day with a short day, and in some cases one hour is allowed for lunch and supper; on Sundays the reading room only is open from 2 to 9, and the work is shared by two assistants, who are paid extra.

C. In library no. 3, three nights are required one week and two nights the week following. The schedule, which combines three forms, runs thus: *first* arrival 9 a.m., lunch 1.30, departure 5 p.m.; *second* arrival 1 p.m., lunch 5.30-6 p.m., departure 9 p.m.; *third* arrival 9 a.m., departure 1 p.m., return 5 p.m., lunch 6 p.m., final departure 9 p.m. These three forms require $7\frac{1}{2}$ hours a day.

D. This is a branch library in one of the larger cities, in charge of one assistant whose working hours are scheduled as from 10 a.m. until 6 p.m.—an arrangement that it seems should satisfy the most "complaintive" assistant, until one learns that there is no allowance whatever for noonday meal time, and that the assistant is "not supposed" to eat between morning and night.

These examples might be added to indefinitely, and they are in no way exceptional; but they indicate clearly the general tendency to regard assistants' time schedules simply as problems in arithmetic, unrelated to the human constitution.

It has been said that three evenings a week are sometimes required of the desk assistant, nor does this average appear unusual. As a rule the assistant who gives night service one day gives day service the next day, so that great irregularity of hours is entailed. It is this constant irregularity, and particularly the irregularity of meal periods, that is the desk assistant's most serious trial. The discomfort is not merely because she is obliged twice or three times a week to snatch a hurried and generally cold supper (if the untempting sandwich, the bakery shop bun, and the useful banana are to be dignified by that name), though every one who spends a day of tiring work knows that a hot and leisurely dinner at the end of it is an actual necessity; but it is because the hours of the meals are constantly changing. Eating to-day at one time and to-morrow at another is a physical evil; let it but continue long enough and health is seriously undermined. Many an instance might be cited where desk assistants in normal health have been reduced to a critical physical condition and years of ill health as a direct result of the hours imposed upon them. It is pertinent here to quote the statement recently made by a physician in the course of a conversation on "library hours." Said he: "I have had considerable experience from a professional standpoint with school teachers who have given way under the strain imposed upon them by the very modern educational system, and with the growth of libraries I am very likely to have a similar experience with library employees. There is nothing so conducive to a disarrangement of the entire organization as irregularity both as regards hours and eating. When these two evils coexist the result is rapid, and the victim is soon forced to abandon the work or take a prolonged rest, with a foundation laid for lifelong invalidism."

Another point that calls for notice is the kind of work required of the desk assistant. The possibilities are almost limitless, perfect responsiveness to the demands of the public being the ultimate end toward which all effort should be made. The work of the desk assistant should be intelligent, rapid and accurate; she should possess a wide knowledge of books, a good educational equipment, a ready interest, and an infinite amount of

patience and willingness. The average desk assistant does not possess these qualities, and no one more keenly realizes and more deeply deplores this fact than the librarian. Yet what likelihood is there for work of the desired grade under present conditions? The librarian lays much stress upon "the spirit of the work" which he feels should be so ardent and so zealous as to rise above all considerations of salaries and hours, and make the assistant feel that sufficient for her work is the joy of doing it. Practically, this is absurd. In exchange for inadequate salaries and overtaxing time schedules it is unreasonable to expect adequate work. Much personal force must be thrown into desk work to make it valuable; force is dependent largely upon vitality, and, with a daily routine such as the average library schedule demands, vitality is of necessity short lived.

Again, a working day of too great length weakens the character of the work. It is almost impossible for the assistant not to become narrow when her "library time" is practically all her time, and when there is no margin left for social recreation or personal duties. If a different atmosphere than that of one's daily work is never breathed, development is soon arrested, and the horizon of the work itself becomes pitifully small.

No less depressing to the tone of the work is the existing scheme of low salaries. Work well paid for is pretty sure to be work well done; and the increased expense the library would incur by a more generous scheme of payment would be fully repaid by the increased value of the library's service to the public. But the question of desk assistants' salaries is not wholly discouraging. In some libraries the salaries are placed on a very fair basis and in almost all there is an upward tendency.

It is the time schedules that seem hopeless; for, granting all that may be said against them, the librarian has yet to urge that these conditions are necessary to the service of the public: since the public has a right to books at any hour of the day, a desk assistant must, at any hour of the day, be available. This is quite true, but in admitting that the remedy is hard to find, why infer that none can be found? In his *Imaginary Conversation* with his desk assistant, the Librarian observes that the librarian cannot be ex-

pected to take cognizance of the desk assistant's affairs outside of the latter's working hours. That is just where the fault lies—in the librarian's accepted hypothesis that the desk assistant has no requirements apart from her work in his library, to which she must gradually sacrifice strength and health and social life. In indorsing such a system, the librarian, did he but realize it, is submitting to the existence of a permanent and positive force which makes for steady deterioration in the work of his desk assistants. As a rule, those assistants who do not leave desk work for some other department where conditions are easier, simply accept the situation and resigned, purposeless and unresponsive,

do the work required of them in the narrowest possible groove; while, were the conditions of the service normal, the same assistants might be inspired to better their work and double their value to the library and the public, or else their places would slowly but surely be filled by others better fitted to occupy them.

Taking into account all the circumstances under which the delivery desk assistant does her work, it is remarkable not that there are so few but that there are so many desk assistants who give conscientious and interested service, and who realize so fully their responsibility toward the library and the public.

THE EVOLUTION OF A RURAL LIBRARY: SECOND STAGE.

BY ANNA REDFIELD PHELPS.

THE story of the evolution of a library in a rural district has already been told in the pages of the *LIBRARY JOURNAL* (August, 1896, p. 362).

Since September, 1893, this little library has occupied a room in a small country schoolhouse at the head of one of the picturesque "finger lakes" of central New York. Not a dozen miles from the "Homeville" of "David Harum," this school district comprises parts of three contiguous counties and is known to the country round about as "the Glen." Hither come each summer many pleasure-seekers who find accommodation at the two or three guest houses, or in the private cottages that fringe the lake shore. From October to June, only the daily arrival of the mail-stage keeps the inhabitants from retiring like the polar bear into winter quarters.

The library has from the first been closely associated with the school. Even if these were not under the same roof, the children would probably always use the books more than do the adults.

When five years ago, the generous help of friends made almost a reality the hope for a separate building for the library, from one point of view this opportunity for growth and extension seemed so desirable, that we entered heart and soul into the effort to

secure this benefit. While waiting for the needed fund to grow a year passed, giving time for deliberate consideration. The urgent need of a more commodious schoolhouse as well as the disadvantages in separating these two educational allies presented themselves to us with suggestive force, and finally the disadvantages so outweighed the advantages to be gained by removal of the library to a home of its own that we became fully persuaded that the greater good could be secured by putting up one building in which both the school and the library might be housed.

The main reasons for endorsement of this plan for a combination of library and school were these:

1. The difficulty of caring for a separate building in winter time—heating it and keeping paths open.

2. The advantage of having the books under the same roof with the school. Most of the children, living at a distance, bring a noon-day lunch, and having an hour's intermission at that time have opportunity to enjoy the books in an adjoining room as they could not do if these were not close at hand and easily obtained. Many books are thus examined and handled and acquaintance is made with them just because they are to be had without going into another house.

3. The caretaker, or librarian, will usually be one of the older scholars, or the teacher. Her duties will be much lightened, and the public will be better served, if she has the books near the schoolroom and so is able to give them out either in the recess hour or immediately after school in a room previously made warm without much trouble. All the houses are heated by wood stoves.

4. A continuance of this close relationship of school and library must in time make the people, who recognize the value of both, willing to provide for the support of the library in the same way that they now maintain the school.

With these arguments in mind, and because from the first it had been the hope that the district would wish to contribute something towards a fund which was to furnish them with a long-needed improvement, the library trustees voted to make this proposition to the tax-payers: If they would determine what they felt able to give for a new schoolhouse, the money already in the hands of the library board would be made over to the school trustee for a building that should provide for the needs of both library and school.

A special meeting was called to consider this proposition, an attractive plan, prepared by a New York architect, was exhibited, and there seemed every reason to believe that the vote would be unanimous to levy a special tax, or that individuals would offer, according to their means, to make up a sum that should fairly represent the interest of the district to avail itself of these terms. But the project was carried through slowly. Some unexpected opposition was manifested, and it was over a year before the way was cleared for definite action. Finally, at another special meeting a majority voted to raise by special tax, \$400 when the library trustees were able to deposit the balance required for such building as should be contracted for by the school trustee.

This first step having been successfully taken and the conditions having been met by the library trustees, the builder was chosen, the plan already submitted was agreed upon and a contract signed, whereby a new building was assured.

This is not a school library as that term has been used since the law of 1892 defined the character and limitations of libraries in New York state under the school authorities,

nor is it a return to the old district school library which though free to the public was under the control of the school trustee. It is a district circulating and public library, deriving its charter from the regents.

It occupies a room in the new building, as it has for the last seven years in the old schoolhouse, by favor only, and retains as its own only the movable property it puts into that room.

But the district knows that in giving shelter to the library along with the school it is but caring for its own, so no opposition to this joint use of the building is anticipated.

Its trustees are five residents, elected one each year by the taxpayers at the annual August meeting, in the same manner as they choose the school trustee.

The facilities offered by the regents of the University of the State of New York for the establishment of libraries are well known; but it may be helpful to those contemplating the extension of this public benefit to some remote hamlet as yet ignorant of the blessing of good books, to know what has been the experience of the Glen library in the matter of maintenance and to what extent in the last seven years it has been aided by state funds.

From November, 1893, to November, 1900, a period of seven years, the state has given for the purchase of books \$390, the library has spent \$657.25 for books and \$338.45 in other ways. These have consisted of the payment of a small salary, never exceeding \$15 a year, for the services of a librarian during the winter months (October to July), the printing of a catalog with yearly supplements, the purchase of supplies and other incidentals. The average income has been, therefore, about \$142 (all proceeds from entertainments and private gifts), of which \$94 has been put each year into books and \$48 has been used for current expenses.

This average income is rather larger than we can hope for in the future. Fewer books added each year will suffice. The collection includes now a fair proportion of standard works and we know that caution is always advisable in the choice of current literature, so that if \$50 is available annually for the book fund the increase in volumes will be quite rapid enough.

In the hitherto cramped quarters of the old Glen schoolhouse, 1000 books have been

crowded on the two sides of a room 6 ft. by 8 ft., a mere closet. Of course after the fiction and young people's books were given the most favorable shelves there was little space left to display by subject arrangement the remainder, which were therefore grouped together in that comprehensive class called miscellaneous.

The capacity of the wall cases in the new room will be 2000v. The library is not likely to increase much beyond this—a floor case will provide adequate room for possible additions.

There will be new books added now and then, but as the old ones wear out they may not all be replaced and so the number will probably remain about the same from year to year. This number (1100-2000) will at no time offer too bewildering a choice to the resident reader, and yet with the yearly or semi-annual additions of new books it should furnish a sufficiently varied supply of wholesome reading for all who care to avail themselves of it.

With a simple dictionary catalog and a classed arrangement of the now miscellaneous group, it is thought readers will begin to discover treasures that have been concealed, and an increase in the circulation is confidently anticipated.

Much is being done in the cities and crowded centers to bring the people within reach of the widening influence of books. We know also how satisfactory are the reports of work of this sort carried on in the remote country towns and settlements of Wisconsin, Ohio and other western states. The missionary character of this effort is well enough at the beginning, but not until the people themselves, who are receiving the benefit, come to realize that here is a good thing worth maintaining and voluntarily agree to insure its maintenance, can the library be said to have entered on a healthy, vigorous career, likely to increase in usefulness and power to enrich the lives of those it serves.

And so, although it affords us a certain degree of satisfaction to be able to report this advance to the second stage of development of the Glen library—an advance that shows the accumulation of something over 1000 books, awaiting the completion of a commodious and artistic little building for shelter and opportunity to add to the happiness

and mental refreshment of an isolated people—we feel that there is a third stage to attain to that will not be reached until by some means a permanent income has been secured for the proper maintenance of the library in the community where its usefulness has already been demonstrated and where appreciation of its value is daily increasing.

Since this account was prepared the Public Library and School building at Glen Haven has been completed and is now furnishing to this little community all that was anticipated in the way of comfort and convenience.

In addition to the afternoon hours when the library is used by the public, the whole building has been thrown open for social and literary recreation one evening of each month since September, 1901. The circulation of books has greatly increased and the use of the room for reading, impossible before, has been much enjoyed. The plan elsewhere reproduced is from a drawing by Mr. Ehrick K. Rossiter, the architect. The building cost \$250, including shelving in the library; \$250 covered the cost of furnishing both rooms. The larger part of its cost (\$1450) was defrayed by Mrs. Warner J. Banes, of Philadelphia, in memory of her husband.

The building has a frontage of fifty feet. The schoolroom is 28 x 32 feet and is 12 feet high; the book room is about 18 x 20 feet. There are ample coat rooms and closets, plenty of windows, and a high cellar under all. The exterior of the building is covered with red cedar shingles, the trimmings are painted light cream color, the doors and window sashes dark green. The interior of the schoolroom is selected Georgia pine—sidewalls and ceiling.

The library is particularly attractive. Wall cases, six feet high, fill every available surface, furnishing shelf room for about 2000 volumes. A projection 4 x 10 feet extends on the north side with three large casement windows commanding a beautiful prospect of the lake across the meadows. The walls above the cases, six feet to the ceiling, are covered with rounded red cedar shingles, surmounted by a deep cherry cornice. A corner chimney has above the fireboard a decorative cabinet, designed for a collection illustrating the geological history of the locality.

THE STERILIZATION OF BOOKS BY VAPOR OF FORMALIN.

Part of paper prepared for Lake Placid Library Meeting, by Andrew F. Currier, M.D., Trustee of Mt. Vernon (N. Y.) Public Library.

As a result of careful investigation it appears that books may be the medium by which the germs of a disease may be transmitted. It is not uncommon for books to be used in the sick room by those who are unaware of the possibility that such germs become attached to them. Such carelessness and thoughtlessness are too frequent to excite any feeling of surprise. Very often the books are obtained from a circulating library and when returned to the library it is quite possible for them to be quickly transferred to other individuals and thus to carry the germs of disease with them.

The subject therefore becomes one of practical importance and it was the consideration of these facts which induced me to investigate with the view of finding, if possible, a remedy for the evil. Germs, it is evident, may adhere more or less firmly to different parts of books because of their peculiarities and because they have been found free in the atmosphere. It may also be assumed that they will be more abundant upon the covers and edges than within the interior of books. In the investigations which were made they were actually found in abundance in the books which were used for experimentation, these books having been circulated by the Mount Vernon Public Library. It should be added however that of those which were thus found all were shown by cultivation to be of harmless varieties. A suitable agent for the destruction of germs both harmless and noxious which at the same time would not be injurious to the binding, paper, or text of the books was found in formalin gas. Its use for the disinfection of books was recommended by Billings in 1896 and a series of experiments to demonstrate its value was conducted by Horton at the laboratory of hygiene of the University of Pennsylvania, of which Dr. Billings was then the director. (*See Medical News*, Aug. 8, 1896; *L. J.*, 22:388, 756.)

In an article on the disinfection of books by the vapor of formalin in the *LIBRARY JOURNAL* for August, 1897, p. 388, it is stated that Du Cazal and Catrin found as the result of their experiments that books could serve as vehicles of contagion. Their experiments gave positive results for the bacillus of diphtheria, streptococcus, and the pneumococcus, and negative results for the bacillus of tuberculosis and of typhoid fever. Their methods were impractical inasmuch as bound volumes and board covers were injured by the process of sterilization which they adopted. Other experiments were made by Miquel and by Van Ermengen and Sugg, who found the sterilization of books difficult

but possible with formalin in a temperature of 60° C. after 24 hours exposure. Horton's experiments were at a temperature of 19 to 31° C. the books used for the purpose containing enclosed sheets first sterilized and then infected with a 24 hour bouillon culture of *Bacillus typhi abdominalis*, *Bacillus diphtheriae*, and *staphylococcus pyogenes aureus*. The books were placed under a bell jar in which was a glass dish containing formalin which was evaporated and the books submitted to its influence from 15 minutes to 24 hours. It was found that one cubic centimeter of formalin in 300 cubic centimeters of air would disinfect a book in 15 minutes. If the exposure of the book were prolonged for one hour or even for 24 hours complete sterilization was not obtained if air were admitted, so that the ratio should stand one cubic centimeter of formalin to 375 cubic centimeters of air. Books have also been effectively sterilized with formalin gas by the New York Board of Health under the direction of Dr. W. H. Park (Report on the use of formaldehyde as a disinfectant by William H. Park, M.D., and Arthur R. Guerard, M.D.) but the apparatus used was on too expensive and elaborate a scale for library use.

The apparatus in the various series of experiments to which reference has been made was merely intended to test the applicability of formalin gas for a specific purpose. It therefore became necessary to devise a suitable apparatus for library use and to institute a sufficient number of experiments to determine its efficiency, and this is the work which has been accomplished. The substance chosen for the generation of the formalin gas was a mixture containing

1000 parts	formaldehyde
200 "	water
200 "	chloride of calcium
200 "	glycerine.

A steel cabinet 59 $\frac{1}{4}$ inches high, 42 inches wide, and 17 inches deep, with heavy glass doors clamped at top, bottom and middle was carefully constructed. On its floor was a depression or pan 15 inches long, 12 inches wide and two inches deep, with a perforated cover, into which the unused formalin vapor would settle when precipitated, being drawn off through a tube leading from its lowest part. Two small steel tubes were fitted into the lower portion of the right side of the cabinet, one end of each tube projecting within and the other without for about two inches. To each of these ends was attached a piece of stout rubber tubing, those within the cabinet terminating in the pan on the cabinet floor, and those without being attached—one to the generator of formalin and the other to a generator of ammonia, the purpose of which is to be mentioned hereafter. These generators are of copper 20 inches high

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and consist of a bowl or receptacle at the top with a suitable fitting to which is attached the rubber tubing which proceeds from the cabinet. Beneath the bowl is a space for the insertion of a Bunsen burner. The sides of the cabinet are provided with brackets at suitable intervals upon which rest trays three inches deep, made of thin steel strips crossing each other at right angles and with openings between the strips sufficiently large for the free passage of the gas or vapor from the bottom of the cabinet to the top. The cabinet is also provided with a series of adjustable rods attached horizontally upon which books may be hung, if this were desired or found necessary. It has a capacity of 200 to 250 duodecimo volumes according as they are packed together more or less closely. The less closely they are packed the more freely the gas can permeate all portions of them.

The books are collected in the trays after their return to the library by those who have been using them, *placed on end and not upon the side*, and the trays placed in the cabinet the temperature of which is that of the surrounding atmosphere. No attempt is made to produce a vacuum, or in any way submit the gas which is to be introduced to other than the ordinary conditions of temperature and pressure. When the doors of the cabinet are bolted it is practically air tight. The Bunsen burner having been lighted the boiling point of the mixture contained in the generator is reached in three or four minutes, and the formalin gas or vapor then passes out through the rubber tubing into the cabinet. The evaporation process is continued about 15 minutes or until six ounces of the mixture, of which the formalin was given, are evaporated. In the Mount Vernon Library this operation is conducted in the latter part of the afternoon, the cabinet then remaining closed until the following morning. At that time the Bunsen burner is lighted under the second generator and a mixture of one ounce of ammonia and five ounces of water evaporated, the vapor being introduced into the cabinet through the proper tubing. The ammonia vapor mingles in the cabinet with the formalin which has not been absorbed by the books or has not condensed at the pan in the cabinet floor and produces a chemical combination which is not irritating to the eyes or the respiratory organs, as is the formalin alone. After the gases have mingled for half an hour the cabinet is opened and the books are returned to their places on the library shelves. The formalin odor very quickly disappears from the books and neither the bindings, paper, nor text are in the least injured. The bright red bindings are said to be discolored by the formalin but this has not yet been observed in our work. Many persons have objected to the use of books in public libraries on the ground that disease might thus be introduced into

their households. This objection is no longer tenable if the books have been subjected to the sterilizing process which has been described. It has also been a frequent experience with us that books have been returned to the library with direct or indirect information that they have been in houses in which infectious disease was present. Such books have heretofore been destroyed and ought always to be unless it is known that they have been effectually sterilized. The actual loss from this necessary destruction amounts to a considerable sum in the course of a year. This amount is now saved by means of the sterilizing apparatus.

The same necessity which calls for the sterilization of books also demands the sterilization of paper money and of many other articles in common use, which may have been exposed to the action of infectious germs. The principle is such an important one that there is scarcely any one to whom it is not a matter of personal concern. It may be interesting to give, in conclusion, the report of one of the experiments which were made for the purpose of testing the efficacy of the apparatus which has been described:

EXPERIMENT ON STERILIZATION OF BOOKS.

Jan. 28, 1902.

The experiment was carried on in an air tight chest and the vapor derived from commercial 40° formaldehyde by means of an ordinary generator.

The gas was admitted from below, and allowed to diffuse itself through the chest.

A six hour exposure to the vapor was suggested, and since this length of time would mean in practice only one sterilization a day, it was thought that the chest might just as well remain closed through the night. The vapor was therefore generated at about 2 p. m. and the chest not opened until the following day at 11 a. m. at which time the vapor was still quite strong.

Under these circumstances the sterilization appears to have been effective, even the resistant anthrax spores having been killed, except in one book. An interesting point is brought out here, since this particular book fell over accidentally at the beginning of the experiment and so remained closed. The only other organism that survived to any extent was the *staphylococcus pyogenes aureus* in two books out of five. In these two books the center of the page was smeared, and the margins in the other three.

Some of the plates which were otherwise sterile showed a few colonies of moulds, and these probably pre-existed in the books in the form of spores. Mould spores are particularly resistant to disinfectants.

The methods were as follows:

24 hour old cultures of the various organisms in broth were taken and smeared over

the pages with a cotton swab. Some of these were taken on Jan. 25, three days before the experiment, and others on the morning of the experiment.

After drying the books were closed and sterilized. Before sterilizing some controls were taken by cutting one-half square inch out of the infected page. These pieces were kept till the next day and then treated in the same way as the sterilized pieces.

After sterilization one-half square inch was cut from each infected page dropped into a tube containing 5 c. c. of broth and allowed to remain there an hour with occasional stirring.

At the end of an hour the broth was decanted into a tube containing 5 c. c. of 20% gelatine previously melted, poured into a Petri dish and allowed to set. The plates were examined each day and results recorded.

Most of the plates were still sterile on the fifth day, and the question then arose: Were the bacteria actually killed or possibly only inhibited from growing by traces of formalin carried over from the paper? In order to test this the gelatine in those plates which showed no growth was melted by a gentle heat and then exposed to the air for 20 minutes. In three days the plates showed numerous cultures of air bacteria, but not of those with which the books had been infected, except for a few colonies on two plates of the *coli communis* series. This showed that with the exception of these two plates the bacteria had been actually killed and not merely inhibited in their growth.

In the chest were six shelves of which the three upper and two lower ones were tested: one of each organism on each shelf, and one of the books with smeared saliva. The books were partially opened and set up on end.

In conclusion it may be said that the test was effective, and shows that micro-organisms can be destroyed in books by prolonged exposure to formaldehyde gas.

In any work that is worth carefully reading there is generally something that is worth remembering accurately. A man whose mind is enriched with the best sayings of his own country is a more independent man; walks the streets in a town or the lanes in a country, with far more delight than he otherwise would have; and is taught by wise observers of man and nature to examine for himself. Sancho Panza with his proverbs is a great deal better than he would have been without them; and I contend that a man has something in himself to meet troubles and difficulties, small or great, who has stored in his mind some of the best things which have been said about troubles and difficulties. Moreover, the loneliness of sorrow is thereby diminished.

—Sir Arthur Helps.

"LIBRARY WEEK" MEETING OF THE NEW YORK LIBRARY ASSOCIATION.

"LIBRARY WEEK" at Lake Placid in the Adirondacks, being the annual meeting of the New York Library Association, was held this year from Sept. 22-27. It possessed all the features that have come to make this autumn conference one of the pleasantest library events of the year, being practically a vacation outing in delightful surroundings, with more ample opportunities for discussion of library topics than are afforded in the crowded program of the national conference. About a hundred and fifty persons were in attendance; the program proved interesting, and stimulating to debate; the weather was all that could be desired; and the Placid Club authorities aided in every way to make the meeting a success.

Besides the general sessions arranged for, there was a special round-table meeting, devoted to consideration of practical work in small libraries; the discussion on "Library training" overflowed into an extra session; and there was an informal meeting of those members of the American Library Association Council present (nine in all) to discuss place of next meeting of the national body. Among those in attendance was Dr. Andreas Sch. Steenberg, delegate of the Danish Committee for Public Library Extension, who has been sent by his government to investigate and report upon library work in the United States, particularly in its relation to public schools.

The first session was called to order at eight o'clock on the evening of Monday, Sept. 22, Miss M. E. Hazeltine, president, in the chair. Melvil Dewey spoke briefly in welcome. Miss Hazeltine then delivered the president's address. She said, in part:

"Library associations represent earnest, enthusiastic endeavor along practical lines, yet we must consider well three things—Personal equipment, Knowledge of the tools, Symmetrical development of the work.

"*Equipment* is always a theme for professional workers to discuss, and to this end 'Library training' has been chosen as a subject for this conference. But important as is school training there is something else which is just as necessary to make equipment for library work complete, and that is the personal side of the work. Our work means contact with the public; it means meeting that public in an interested, helpful, cheerful way; it means also the student's life. Can we do this evenly, serenely, unruffled from day to day, year after year, and be a victim of impaired digestion or shattered nerves, the result of our intensity and devotion to duty? Rather let the boast of the profession be that though we are zealous, yet are we sensible withal, conserving our health the better to work out our theories.

"Knowledge of tools. Our service is of books. Do we, as librarians, really know books well enough ourselves to select prudently, to advise judiciously, to lead our public wisely? Or are we not still afraid of the adage "The librarian who reads is lost"? It must be our study to see that all in the profession, so far as may be, from the page in large libraries to the chief librarian in small ones, be taught *books*, as well as classifying, cataloging, circulating, shelving and mending them. We must extend this book lore to our patrons also, by personal contact, by the use of the press, by display of the books, by every means within our power must they be led to know books, else we shall miss the true power of our work.

"Symmetrical development of the work. Even with our equipment and tools thoroughly mastered, the work will not reach its nth power until the value of the smallest library is appreciated, its needs realized, and its wants supplied. Small libraries, administered properly and in the right spirit have as great a field of usefulness as those in the large cities. As an association it should be our earnest endeavor to keep in touch with every one of them, not only because out of our experience we can help them, but because the help will be reciprocal and the common work be strengthened."

The discussion that followed centered upon the allusion made in the president's address to the health of library workers. Mr. Elmen-dorf said that this was a matter to be considered not only in small but large libraries. "The enthusiastic and willing librarian and assistant are the ones who are overworking, and the ones who are breaking down. Those who are slothful and have not this enthusiasm are getting the most vacations, taking the most advantage of sick leave, leaving others to do their work. The question of vacations in large and small libraries should be considered with justice. In large libraries assistants often ask for leave of absence at their own expense; librarians should be careful, in granting this time, not to do injustice to those who are working with enthusiasm, and doing the work of others while they are away."

Mr. Dewey said: "I am very glad the president has brought up this most important question of the physical side of library work. We hear a great deal about the intellectual side, but very little about the other. There is nothing more pitiful than to see our prominent men or women (generally women) dropping out of the ranks and living lives that have lost their efficiency. It has been my experience that students in the library schools need to be restrained and held back. Librarians should watch their assistants closely, and teach them that, if they are to do good work, they must take care of their bodies. Too many people sacrifice themselves to their work. They start out splen-

didly; in five years they are still holding their positions, but the mind has lost its keen qualities, and they are not doing the kind of work they should be doing; they are mere crank turners. It is the people who can do things that others cannot do that are in demand. We don't want people who can just dust books, paste on labels and charge books, even if they do these things correctly; we want people who can accomplish the highest things in library work. In regard to assistants, we are constantly putting on the whip and spurring them to know more about books, to extend their work, never thinking of the other side of the question."

Miss Nina Browne said that most people worked at high pressure for long periods. If each person working at high pressure would stop for intervals of relaxation he could go on for longer periods of time. The trouble is that we keep on at high pressure till we break down, and it takes us two or three months to recover. An absolute stop—even for an interval of fifteen minutes each day—is the only way that gives a chance to recover from high pressure.

Miss Josephine Rathbone spoke of the extension of the luncheon hour adopted some years ago in Pratt Institute Library of Brooklyn. "The lunch time used to be an hour, and the girls would hurry to their homes and back or bring their lunch with them in the morning. The lunch period was then extended to an hour and a half. The extra half hour gave the assistants time to go home, have a comfortable lunch, and sometimes a little nap, and the half hour taken off each day made the number of hours seven and a half instead of eight. The library did not suffer in the way of less work done, and gained a great deal in 'projected efficiency.' A like experience was reported by Mr. Gail-lard, for the Webster Free Library, of New York. He said that in that library from the last of December until the first of June at least one member of the staff was generally ill. "On June first a staff room was opened, equipped with a couch, a gas stove and an ice chest. Before that the assistants brought sandwiches or almost nothing for their lunch, and in trying to do their work on that sort of diet they succumbed. From the first day that the staff room was opened illnesses in the staff have practically ceased; we insist that each assistant must take not less than one hour in the middle of the day."

Miss Helen Haines said: "This question of health seems to be just coming to its proper center. The general idea has long appeared to be that the librarian or assistant is herself responsible for breaking down and not taking care of her health. As a matter of fact, it is the schedule of library hours that is too often responsible. If one studies the time schedules in vogue, in the large libraries especially, it will be found that they are usually made on the principle that a human being is a machine

that can be turned on or off at varying hours, to run for stated periods. That is not the case. Take, for example, evening work. The effect of evening work upon assistants has not been sufficiently considered by librarians. At the Magnolia conference of the American Library Association, I happened at one time to be in a party of eight or ten assistants from several large libraries. The conversation turned upon library hours, and little by little I heard experiences, especially on the subject of meal-time arrangements, that opened my eyes to a condition of affairs that ought to be remedied. Take, for instance, in one library where the assistants work alternately, one day going to work at nine, having from twelve to one for lunch, and then working till six; the next day, coming at twelve and working till five-thirty, then working again from six till ten. Thus, nearly every other day their meals consist of breakfast, a nibble at about half past eleven, and no supper except another nibble at a sandwich or some miserable thing of that sort. No constitution can long stand such a system as this."

Mr. Dewey suggested that a readjustment of hours might be made whereby evening work should be done regularly by one set of assistants for from three to six months, and the daily alternations avoided, and that for Sunday work special extra service should be secured; but it was pointed out in reply that no one would be willing or should be required to do all evening work, nor could libraries afford to increase their salary list by large additions to their force.

Miss Ahern spoke of the high pressure under which most library school students worked, saying that many of them had confessed to her that the requirement for taking the second year course at the New York State Library School was an attack of nervous prostration. Too many library workers acquire "the sanitarium habit." This was emphasized by Miss Stearns, who said that all librarians should do three things: 1, be interested in some form of athletics or outdoor exercise; 2, take up some line of study outside their work; 3, have a hobby, or be a collector of something.

Tuesday evening's session was opened with the report of the Committee on Library Institutes, Dr. J. H. Canfield, chairman. In the absence of Dr. Canfield the report was read by the secretary, Mrs. Elmendorf. It was in part as follows:

To the Officers and Members of the New York Library Association:

At the meeting of your association held last September, you appointed a Library Institute Committee, consisting of the following: Mr. A. L. Peck, of Gloversville; Mr. W. R. Eastman, of Albany; Mr. James H. Canfield, of New York. You also provided that the secretary of your association should be *ex officio* the continuing member of the com-

mittee. You provided that the members of the committee should serve one, two, and three years; with an annual appointment thereafter of one member, to serve for three years.

The Institute Committee met immediately after the adjournment of the session of your association on Wednesday evening, Sept. 25, 1901. All members were present, including the secretary. Lots were cast to determine the terms of office, resulting as follows: Mr. Canfield for one year, Mr. Peck for two years, Mr. Eastman for three years. Mr. Canfield was named as chairman.

The committee decided to establish eight Institute districts, besides the work which should be undertaken by the cities of Brooklyn, Buffalo, and New York.

Following are the districts:

Brooklyn — Kings, Queens, Nassau, Suffolk counties.

New York — Richmond, New York, Westchester counties.

Buffalo — Orleans, Genesee, Wyoming, Erie, Niagara counties.

The institutes arranged for may be scheduled as follows:

1. Newburgh — Putnam, Dutchess, Rockland, Orange, Ulster counties. Secretary, Miss Elizabeth Thorne, Port Jervis.

2. Albany — Greene, Columbia, Schoharie, Albany, Rensselaer, Schenectady, Saratoga, Washington, Warren, Essex, Clinton counties. Secretary, Mr. B. A. Whittemore, Albany.

3. Utica — Montgomery, Fulton, Hamilton, Herkimer, Oneida, Madison counties. Secretary, John E. Brandegee, Utica.

4. Binghamton — Delaware, Sullivan, Broome, Chenango, Tioga, Chemung, Tompkins, Otsego counties. Secretary, Mrs. J. W. Clonney, City School Library, Binghamton.

5. Syracuse — Cortland, Onondaga, Oswego, Cayuga, Seneca counties. Secretary, E. W. Mundy, Syracuse.

6. Rochester — Schuyler, Yates, Ontario, Wayne, Monroe, Livingston counties. Secretary, Miss C. F. Webster, Geneseo.

7. Olean — Steuben, Allegany, Cattaraugus, Chautauqua counties. Secretary, Miss Ella W. Green, Jamestown.

8. Ogdensburg — Franklin, St. Lawrence, Jefferson, Lewis counties. Secretary, Fred Van Dusen, Ogdensburg.

It was determined to hold three sessions in each institute: two of which should be known as instructional sessions, and one of which should be a public session, to be held in the evening whenever possible. For want of a better title the public session was called the "inspirational" session.

It was determined that the first instructional session should be devoted to the selection of books, the purchase of books, and the accessioning of books. The second instructional session was to be given to shelf arrangement and marking, to reference work, and to general questions and answers.

For instructors the committee determined to use the nearest librarians, as far as possible.

It was also determined to hold the first institutes in April, continuing into May until the entire number of institutes had been held.

Following this general scheme circulars were sent out to the libraries of the several districts, and arrangements for the meetings completed.

The program was printed by the secretary and sent to the local secretaries, who in turn sent them to the libraries, each in his own district, accompanying the program with a printed or typewritten letter giving the local details in each case.

Following this preliminary work eight institutes as planned by the committee were held as follows:

appointed speaker of the evening. The attendance upon both the instructional sessions and the evening meetings was largely increased at two places by the interest of members of the women's clubs of the immediate neighborhood.

Your committee is satisfied that the time and effort given to these institutes have been profitably spent. While the number of libraries represented has not been as large as could be wished, it has even exceeded the number anticipated by your committee for its first year's work. The fact that invitations were sent to 675 libraries and only 110 were represented, simply shows that there is a broad field for future effort. Certainly there is much encouragement to be found in the expectation that every library which was so fortunate as to be represented in these institutes

LIBRARY INSTITUTES APRIL-MAY, 1902.

Date.	Place.	Libraries represented.	Persons present.		Conductor.	Speaker.	Secretary, 1902-3.
			Instruct. sessions.	Public meeting.			
1902.							
Ap. 15-16.	Cortland....	15	50	125	W. R. Eastman.	J. H. Canfield.	E. W. Mundy, Syracuse.
" 16-17.	Binghamton .	15	45	80	F. B. Hawley.	J. H. Canfield.	Mrs. J. W. Clonney, Binghamton.
" 18-19.	Olean....	15	30	75	M. E. Hazeltine.	H. L. Elmendorf.	Miss E. W. Green, Jamestown.
" 19-20.	Rochester....	12	45	32	H. L. Elmendorf.	H. L. Elmendorf.	Miss C. F. Webster, Genesee.
" 25-26.	Ogdensburg....	12	22	100	W. R. Eastman.	M. Dewey.	F. Van Dusen, Ogdensburg.
May 6-7.	Ithaca.....	18	75	200	S. C. Fairchild.	J. H. Canfield.	J. E. Brandegee, Utica.
" 7-8.	Albany....	15	50	100	A. L. Peck.	J. H. Canfield.	B. A. Whittemore, Albany.
" 9-10.	Newburgh....	13	22	45	E. G. Thorne.	J. H. Canfield.	E. G. Thorne, Port Jervis.
		110					

At these meetings secretaries were elected for the ensuing year, 1902-3; in each case the secretary already named above for the past year being re-elected.

At each institute it was voted with practical unanimity to continue the present organization.

At all these meetings at least two members of the state committee were present and took part, and at three meetings the committee was represented by three members. The general program prepared in advance for the meetings was followed, with occasional change of leaders. When the gatherings were small the work was often even more valuable to those present on that account. The very practical treatment of the subjects which were presented commanded the unflagging interest of all present through sessions of even three hours' duration. It was generally true that the instruction given by the appointed leaders was followed by prompt questioning and ready response from librarians who were able to contribute suggestions and advice based upon their own experience and observation. Expressions of profound satisfaction with the results of the sessions were the rule.

As far as possible, local speakers were secured for the evening meetings, to follow the

received a new impulse which will be communicated to other libraries, from which we may safely predict a much wider interest in the institutes of another year.

The enthusiasm with which the institute idea has been received in the state and the sincere and hearty welcome given to your committee and those working in the institutes, have been peculiarly gratifying. It was feared by some that there might be some hesitancy on the part of the different communities in accepting the offers of your committee, that the spirit and purpose of the proposed institutes might be misunderstood, and that there might be a mistaken idea that your association and your committee were undertaking what they would call missionary work and in a patronizing spirit. But nothing of this feeling developed or was manifested. On the contrary your committee everywhere met a hearty welcome, and earnest co-operation on the part of those of the immediate locality. It is hardly too much to assert that one result of these institutes has been a new thought and a higher appreciation of your association.

From the experience of the last year, your committee begs leave to offer the following suggestions:

The month of May seems to be better suited to institute work than April.

It is suggested that some of the institutes be held, experimentally, in October.

A larger number of institutes would certainly reach more libraries and more of the smaller libraries.

Two competent instructors for each institute are sufficient.

The same instructors ought not to be asked to attend more than two institutes in a week.

Saturday is not a desirable day for institute work. Many librarians find the greatest demand to be made on their time on this day.

Care should be taken to avoid a conflict between the institute meetings and other usual or unusual gatherings in the same community.

Local interest seems more easily aroused in the smaller towns.

The facilities for instruction and for travel and accommodation are generally better in larger towns.

Your association should take under careful consideration at this session the question of the expense of these institutes, and should reach some definite conclusion concerning this. A few workers connected with the state library have included the institute work with their regular duties, and thereby have saved both your association and themselves unnecessary expense. But much has been done at private expense, and the demands upon private time and private pocket-books, though not extraordinary or severe, have been such as cannot reasonably be met for a series of years.

The success of the general institute plan and the value of the work have been proved beyond a question. For the necessary expenses of this work provision ought to be made, either by larger contributions from your association (which seems impossible except by a corresponding increase in membership fees), or by local assessments on the libraries in each district (a measure of doubtful wisdom and success just at present), or by private munificence (not an impossibility), or by securing a complete adoption and support of library institutes by the state under express legislative provision (which will take time and perhaps considerable time).

Your committee recommend the adoption of the following votes:

1. That the association recognizes the value of the work done by the library institutes of the past year and desires their continuance along the same lines with such modifications of detail as the committee may think desirable.

2. That in the judgment of this meeting, while institutes serve an important purpose in arousing and directing public interest, their main object should be to help and encourage librarians.

3. That inasmuch as the holding of institutes is the most definite and important work of this association the funds in its treasury should, in large measure, be held for the benefit of this work.

In addition the committee reported from the Long Island Library Club plans for an institute to be held in October, from the Li-

brary Club of Buffalo record of an institute with 23 persons in attendance representing 14 libraries, from the New York Library Club report of an institute at which about 12 libraries were represented.

The report was accepted, and the three recommendations appended were then discussed *seriatim*, with description of the various institutes by those who had participated in them. The first and third recommendations were approved, the second one being withdrawn, in the desire to leave the Institute Committee free to carry its work on as it might think best.

On Wednesday evening, after the acceptance of the treasurer's report, a nominating committee was appointed, consisting of Mr. Dewey, Miss Josephine Rathbone, and Mr. E. W. Mundy. A committee on resolutions was named, as follows: Frank P. Hill, Miss C. M. Underhill, Miss Helen Haines; and it was voted that article 3 of the constitution be amended, providing that the registration fee be made \$1 and \$1 annually hereafter.

An address on the movement in progress to establish libraries, or "reading camps," in the lumber camps of Canada was then delivered by Rev. Alfred Fitzpatrick, of Nairn Centre, Ontario. Two years ago \$1200 was appropriated by the Dominion Government for the maintenance of the reading camps, which, during that year, were increased to 27. This year \$2000 is granted, and there are 30 camps. Mr. Fitzpatrick advocated the compulsory teaching of English in the schools of Quebec, and the teaching of French in the same manner in the schools of the other provinces of Canada.

The report of the Committee on Publicity was made orally by Miss Hazeltine. It was illustrated by a display on bulletin boards of the newspaper articles on library topics in the state published during the year. The committee had formed what was, so far as possible, a bureau of exchange and publicity, receiving from librarians of the state a dozen or more proof slips of library articles appearing in the local press, for the purpose of borrowing ideas and comparing methods. "Results have been gratifying. The proof slips are received regularly from 12 libraries and irregularly from 20 libraries. When we recall that this is a new experiment, this is a good showing. The slips were mailed to 23 libraries here and there throughout the state, hoping to reach and interest those who had not responded." Hints on the preparation of articles for the local press were given. Headings should be attractive, and not like an advertisement; they should not be left for the editor to put in, but should be written carefully; the articles must not be written in a slipshod manner, but must be in good English and must be something more than mere lists of books; annotations are very helpful; articles should always be impersonal—it is the library, not the librarian that is to be kept before the public.

[October, 1902]

In regard to general publicity, the chairman of the committee wrote to two large newspaper press firms asking if they could use and circulate library matter. Favorable replies were received from both, and there was no question that such matter would be welcome, but the difficulty was in securing it. Several articles were promised from interested persons, but only one was received. Some excellent work was done by the New York State Library School. It seems wise that the association should put its publicity work in the hands of the library school. Possibly Pratt Institute would help."

In the discussion that followed, Mr. Elendorf expressed the earnest hope that the work would be continued, and said that what had so far been done had been most helpful. Mr. Peck said that while the lists and articles were of interest in the library to which they referred, he did not see the special benefit of their general interchange and distribution. It was voted that the individual members of the committee be continued as the Committee on Publicity and Promotion during the succeeding year.

Thursday morning was devoted, from 10 to 12, to a very interesting and inspiring round table discussion led by the president, Miss Hazeltine, on "Detail work in small libraries." Many interesting ways of gathering at small cost material of the highest value were talked over. Suggestions as to saving of bills for supplies by careful use of cancelled catalog cards, etc., were made, but the warning note was also sounded that waste at the bunghole should not be overlooked while saving at the spigot, by squandering time in economies that ought to be given to work with the public.

In the evening the general session was opened with an account by Mr. Steenberg of what is being done in Denmark in the interests of public libraries. He said:

"Our country is a very small one, and our population chiefly farmers. We have only one large town. Our libraries are therefore small. Besides, although our public schools are very good, yet they do not teach the pupils to use books as well as they ought to.

"In our largest town, Copenhagen, there are seven libraries founded and conducted by the municipality; only three of them have reading-rooms. Besides, there are two large libraries belonging to workingmen's unions. Most of our smaller towns have small libraries, for the most part founded by private committees, but often subsidized by the municipalities. A few of them have a reading-room. The borrowers pay a small sum for using the library. The villages, too, have for the most part small libraries, but never a reading-room. It is very often difficult to run these small libraries. We therefore try to bring town and villages or village and village to co-operate by help of travelling libraries.

"In some towns the library sends out boxes containing from ten to fifty books to the surrounding villages. The village library pays a small annual sum for having these boxes sent, and they change them as often as they wish. For one of our isles they have organized a central library, from which the smaller libraries every fall get a box containing about 50 books. Besides these public libraries, open for all, we have a great many club libraries or union libraries, often two or three in the same town. I think in the evolution of American libraries you have seen these also.

"The state subsidizes the libraries in two ways. It supports the Committee for the Promotion of Popular Education, which publishes cheap books, and sells or gives them to the libraries. It spends yearly a sum for subsidizing the libraries with money. This sum is distributed by the State Library Commission, of which I am a member. This commission also helps the libraries in other ways. When they wish to found a library in a town or village, they write to the commission, which sends them a manual on public libraries, written by myself. Sometimes I go to the town myself and give a lecture on public libraries. Then we send them a printed catalog containing a list of books for popular libraries. And if they want to found a library in a very small village, we send to them one of our travelling libraries, containing about 50 books. But before we send this travelling library we try to get different villages to co-operate, because I know from sad experience that small village libraries often have a very short life.

"I am glad to say that in my work I am in close connection with the library work in Norway and Sweden. Some of you know perhaps Mr. Haakon Nyhus, formerly of the Chicago Public Library, now in Christiania. He works very eagerly for the development of Norwegian libraries. In Sweden several students' unions are doing good work for public libraries. They arranged in 1901 a meeting in Upsala for the discussion of means for the people's education by help of the students, and asked me to come and lecture on public libraries. This year one lecture on public libraries. This year one of these unions asked me to write a small manual on public libraries. In this, as in my larger one, I have dwelt much upon American libraries. We cannot, I feel, advance in Denmark with our libraries if the public schools do not teach their pupils to use books in a better way than now. I have therefore written in one of our educational magazines an article on 'The school and the books,' which has been and is distributed to many teachers and librarians in Denmark, Norway and Sweden. By their help and by help of the experience gained on this visit I hope to be able to write a book which shall forward library work in our schools."

Dr. Lee H. Smith, president of the Buffalo Society of Natural Sciences, gave an address on "Co-operation work of the museum and the library," based upon his appreciation of the practical value that has resulted in the work of the society through its relations with the Buffalo Public Library. The society sends from its collections to the public schools exhibits illustrating archaeological and other subjects of study, which are used in connection with the books sent out for school use from the Public Library.

"Teachers need books to teach from, but also things to teach about. We all appreciate how valuable is the picture, wood cut, or illustration in books to make clear the impression given by descriptive words, but how much more valuable as illustrating a subject is the actual thing itself. It gives a reality to the book. It makes the printed statement a real thing that remains as a tangible impression upon the brain instead of a hazy fog that soon dies from the memory.

"This joining of descriptive books to the real object adds a very great respect for the book and lends an added usefulness to library work.

"From an exhibit of Indian antiquities we branched into an exhibit of the honey bees, and with it one on the birds. This was, I think, inspired by Burroughs' 'Birds and bees.' Each class was invited with the teacher to visit the lecture room of the museum, and there we had a hive of bees with glass sides — specimens of drone, queen bee, honey bee, with such curious homes, associated forms of natural hive, as our native wild bees present. With this exhibit we have a good teacher, who presents the interesting and educational features of the exhibit. Prior to the visit of the classes to our rooms the library has had sent to the school a convenient and interesting selection of books upon the topic. The pupils come with some idea of what they are to see, but after their visit they return to their school greedy for knowledge, and with the library of books clear up the gaps in their knowledge of the topic.

"The value of the association of the museum and library in educational work was practically demonstrated in a way that astonished us all. It was a co-operation that lent the greatest value to the work of both institutions. The Academy of Fine Arts took up the work in their special lines, the library co-operating with them, so that art, literature and science were combined. We appreciate the value of associating museum and educational work with the library, as no one can who has not witnessed the great practical value of the results attained. When I tell you that we had 15,000 pupils visit our museum in six weeks' time you can appreciate the work. The plan as now arranged is that the library furnishes the books in ad-

vance, that the teachers may have opportunity to fully prepare the work that is to be done. Then comes the gradual enlightenment of the children; then their visit to the museum or the exhibition of the loaned specimens, after which the books are greedily read by the children, and the subject is understood and fixed in the memory in a way that drives it there to stay, a true and accurate mental picture."

There was some discussion. Mr. Gaillard said that the work being done in Buffalo was like that attempted through the Webster Free Library of New York. There the effort is made to provide schools with specimens illustrating natural science, and a bulletin has been made showing illustrations of birds, birds' nests, eggs, etc., which is sent to the schools. The difficulty is the matter of expense and storage space for specimens as well as for books. Nevertheless the library circulates steadily almost every day not only books, but pictures, maps, charts, plaster casts for anatomical models, birds, birds' nests, birds' eggs, minerals, reptiles in bottles, Indian articles, etc. Mr. Hill said that good results might be secured from co-operation of the library and the museum, rather than by the former taking over the work of the latter. "One of the branches of the Brooklyn Public Library is situated in a building where there is also a branch of the Brooklyn Institute of Arts and Sciences. The curator is very much interested in his work, and has besides his museum a collection of books on those subjects. Most of the books are reference books, and he uses the books of the Public Library in connection with his work. His own books do not circulate, and if any of the school children come to him for books in connection with their work he refers them to the Public Library. Small collections of specimens are made up at the museum and sent to the public schools, and it is the intention of the library to co-operate by sending books upon the same subjects." The feeling that the museum and the library occupy distinct fields, and that co-operation should not mean combination, was expressed by Mr. C. H. Gould, who said that in these days of specialization libraries should not try to absorb all activities; and Mr. Peoples, who spoke of the fact that in the early days of the New York Mercantile Library a Museum of Natural History was maintained, which later, owing to cost of development and administration, was turned over to independent management. In reply Mr. Dewey said that combination was the lesson of the age. Railroads, steamship lines, steel manufactures, every line of activity, is increasing efficiency and lessening expense by combination.

"Library training" was the next topic. It was opened by Miss Mary W. Plummer, who said:

"There are several things that might come

into a discussion of library training besides the actual training itself. I do not feel competent to pronounce a dictum upon any of them, and I shall put what I have to say chiefly in the form of questions, and for the purpose merely of opening the discussion, as I was asked to do.

"We hear occasionally—it seems to recur like a refrain at almost regular intervals—that the library schools press their students too hard. Each school should be allowed to respond for itself to this charge, and I shall say only of the one I know best that its hours of instruction, recitation and discussion are from 9 to 12; that the afternoons, as a rule, are used as the student sees fit, without any stated study-hours, and that the lights are put out and the school rooms closed at 6.30 o'clock. If students study at home, the school cannot prevent it. Students coming in with conditions to work off sometimes have a hard row to hoe for a time, but for the student without conditions there is no occasion for overwork. Almost invariably, where a student or a librarian or library assistant breaks down, it will be found that she was bearing some outside burden or responsibility, or was under the strain of some domestic or other anxiety; trying to be her own dressmaker, seamstress and milliner, or to respond to numerous social demands; that she is secretary of this and treasurer of that and chairman of the other, and that her school or library work alone occupied little more than half her time and attention. Some women, too, have not yet learned that not to worry is half the battle.

"That there is a great deal to be brought to the attention of the library student is quite true. It takes almost all our own time now simply to keep up with the movements in the library field. However, if the school does not proceed on the old cramming system, the stuffing in of information, but confines itself to teaching principles and inducing its students to think and read for themselves, it has set the ball rolling in such fashion that the instructors will not have to tell the students everything they know. And it will do no harm for the student to learn to do strenuous thinking, if he does not have to memorize all sorts of things at the same time.

"It does seem, however, as if there might be some differentiation in the nature of grading in the work of a one-year and a two-year student. And I offer this as a question to be discussed: Would it be wise to fit the one-year student for the work of small or medium-sized libraries and initiate the two-year student only into the larger questions of administration, the comparative study of systems of classification and cataloging, the more difficult reference problems, the work in languages, etc., giving a modified certification to the standing of the one-year stu-

dent, and a more unqualified one to the two-year students? I should be particularly glad to have this question discussed by graduates of the schools, who can tell us how their own work and standing would probably have been affected by such a grading.

"Another question: Would it be well, as was suggested at Magnolia, for the school to withhold the certificate until after the student had shown that he or she was successful in practice? Consider what this might mean to the student who, through her own ignorance of her limitations or her strong points, or through her recommender's failure in judgment should get into a position for which she is unfit. Because there are diversities of gifts, as every library school can testify, and it does not follow that because the round peg will not fit into the square hole it will not fit into the round one. Such a plan as the one suggested would work great injustice, it seems to me, to the student who did not find her proper field immediately. I know one librarian who employs several school graduates who makes it a practice to try his new people in a second field if they do not seem to belong in the first one they attempt to occupy, and he has thus made several excellent successes out of assistants who, at the first trial, seemed likely to be failures. Had he or the school rejected them after the first attempt to place them, and refused a certificate, there would certainly have been grave injustice somewhere. Two, and probably three, of the schools are enabled by means of their own libraries or libraries at their disposal to test their students in the practical work of a circulating library in its various departments, before sending them out. To the objection urged by some that none of the time of the course should be given to practice, which should be acquired afterward, I would urge that this practice is not solely for the purpose of giving the student dexterity, self-possession, etc., but partly in order that the instructors may study the student in a practical environment and be able to estimate him or her as opportunities occur for recommendations.

"I cannot lay too great stress on this knowledge of the student's character, limitations, mental and personal equipment; and this brings me to my next question: Are the schools admitting students in too great numbers? From the economic point of view, possibly not. But from the point of view of the students' welfare and the school's best welfare, I think it wiser to limit classes in number. If the faculty has the power of inspiring students to do good work, to be their best selves in every way, still there are limitations to this power, for it depends upon the amount of vitality of the instructors. To know the individual student, to influence him at short range and help to mould his views and decide his prepossessions is difficult if the class is a very large one. The effect

upon the teaching staff of the enlargement of a class is almost at once noticeable in the greater effort, greater tension, and so greater expenditure of vitality. How, then, train every one who desires to be trained for librarianship and is worthy of such training, if the schools all limit their classes? By the establishment in proper centers, all over the country, of first-class schools, carrying on the best traditions of the present ones by a kind of apostolic succession. Why should not the Pacific coast have its library school, the northwest, the southwest, the middle west and the south?

"If this were the case there would not be such pressure for entrance into the existing schools, and where entrance is denied such readiness to grasp at everything which flattens itself with the name of library training and such disappointment at the results.

"I do not doubt that I speak the mind of all the recognized schools when I say they would gladly welcome the establishment of thoroughly good library schools in other parts of the country, all that they stipulate, as a condition of welcome, being that the new shall at least equal the old in their teaching equipment, their library resources and facilities, and their ideals.

"I come now to my last question: Is there anything that librarians as a body—either in their state or national association—can do to save

"1. Young persons of ability from choosing, in their ignorance of the field, inferior sources of so-called library training?

"2. Librarians and library boards from being imposed upon by letters and certificates from such sources?

"3. And, if there is anything that can be done, have or have not librarians a duty in the matter?"

Mrs. Elmendorf said that this subject had been brought up at her request, as a result of personal observation of young people who had received their training in certain institutions, and when confronted with practical library work had found that training of little advantage. "How much we know of the training given in these institutions is uncertain. It is possible that the students may be at fault. What this association should do is to appoint a strong, courageous committee, with a chairman who is not a member of any library school, but with library school people represented on its membership, this committee to inspect and report at the next meeting of the association upon the newer and smaller schools and upon the work of the summer schools." This suggestion was then made as a motion, and discussion followed upon the scope of such a committee's work. Mr. Dewey said:

"There are two sides to this question. The better schools can only accommodate a limited number. We have had to reject a great many promising candidates, and have raised

our standard of admission so as not to admit any candidate who has not a degree from a college. Even after thus raising our standard we have more applicants than we can accommodate. Pupils who cannot afford to go to large library schools must either go to the smaller ones or go without any instruction at all. These schools should be, however, at least compelled to attain a certain standard. The question is, whether it is better to have second rate training or none at all." He also advocated a system of state registration for library schools, for students, and for libraries with apprentice classes, describing, as a kindred case, the development of the registration system in medical education and its excellent results. It was thought that the committee should not take up at all the question of apprentice classes if conducted entirely for the staff of the institution maintaining them. Miss Stearns pointed out that in this age of libraries there are springing up a multiplicity of library schools which is bound to continue unless some action is taken. The A. L. A. Committee on Library Training reports only on schools that are well known; but many graduates of schools which have no standing are coming into library work. Librarians must put a stop to quack library schools. At the recent Western Library Meeting a committee on this subject was appointed, its members coming from states without library schools, to avoid any thought of bias. This committee is to make a full and frank report, giving the names of the schools that are disapproved of, the report to be made public through the state library commission, and also through the library periodicals. An instance was cited of two women without either library experience or training who came to one of the officers of the Wisconsin Free Library Commission and asked to be told all about library work, in an hour or two, as they intended to open a school for librarians. The motion that a committee to report on library schools be appointed by the executive committee was unanimously carried, and the committee was later named as John E. Brandeege, trustee of the Utica Public Library; Walter L. Brown, Buffalo Public Library; A. L. Peck, Gloversville Public Library; Miss Harriet B. Prescott, Columbia University Library; and Miss Susan Hutchinson, Brooklyn Institute of Arts and Sciences.

On Friday afternoon a session was held. A recommendation was presented from the New York Historical Society urging that local records and archives throughout the state should be kept in fireproof buildings. The matter was referred to the committee on resolutions. Miss Stearns then spoke of the action taken by the Western Library Meeting in regard to a reformed distribution of public documents to libraries, and read the circular issued (*see L. J., September, p. 832*), asking that the New York association endorse

this movement. It was moved that this be referred to the committee on resolutions.

Mrs. Elmendorf, chairman of the committee on reading lists, presented the report of that committee. She said:

"Six lists have been published on 'United States government,' 'Debating,' 'Stories of delicate workmanship,' 'Stories that most men like,' 'Gardens and gardening,' and 'Botany.' The lists have been printed at a cost of \$53.25; have sold to the amount of \$47.08, and the committee has more than the difference in the value of the stock on hand. The publication of the lists has practically cost the association nothing, as we shall certainly dispose of the lists on hand. Lists have not reached a great many people we desired them to reach. We have reached by sale 30 libraries, and when one considers that there are about 800 or 1000 in the state alone it does not seem as though we had made very much progress. The committee has not been able to put as much time into the distribution of the lists as could be effectively done. If we could publish regularly at stated intervals we could find better sale. Selling the lists at 15 cents a hundred covers the cost of printing and postage. The second edition was printed at a cost of \$1 a thousand; the first 5000 were printed at a cost of \$1.25 per thousand, and the committee can probably get the printing done at the rate of \$1 a thousand for 5000 lots.

"The committee feels that it has not touched one of the most serious problems in library work. Many small libraries are situated in places where they can see no new books. Selecting books from reviews is very unsatisfactory work. The committee would like to make this proposition: that they prepare a list of a limited number of the best new books published each month and secure the publication of that list in some weekly paper once a month, calling it the 'New York Library Association's List of Recent Books,' asking the paper to which the list is given to send a copy of their publication containing this list (once a month) to a definite number of New York state libraries, of which we shall furnish them a list, for a limited time. These lists should be as far as they go a basis for selection which will be known to be absolutely unbiased by any publisher. The committee would not be willing to give up the special lists, but believes that these lists on special topics could be made more salable by the publication of the new book lists."

The report was approved, and it was voted that the same committee on reading lists be continued with power to act, first to publish the selected reading lists, and second to publish monthly in some weekly periodical selected lists of new books. The discussion showed plainly the recognized need of some help of this sort in the selection of new books.

Friday evening's session was a short one,

given to the announcement of the election of officers for the ensuing year. These were: President, Arthur E. Bostwick, New York Public Library; vice-president, Miss Theresa Hitchler, Brooklyn Public Library; secretary, Miss Rose, Buffalo Public Library; treasurer, Edwin W. Gaillard, Webster Free Library, New York. Miss Hazeltine and Mr. Bostwick both spoke briefly of their present and future relation to the association, and the short meeting was followed by dancing in the club house parlors.

On Saturday evening the last session was held, devoted to unfinished business. The Committee on Library Training was announced, as previously noted; and W. R. Eastman, chairman, presented the report of the Legislative Committee, as follows:

"At the last session of the New York legislature 10 laws relating to libraries were enacted. One of these is general in its application. The other nine are special and local.

"Two of the latter class relate to certain law libraries; chapter 16 raising the librarian's salary in Delhi from \$200 to \$400 a year and chapter 32 establishing at Norwich a supreme court library called the 'David L. Follett memorial library.'

"By chapter 21 the number of trustees of the New York Public Library is increased from 21 to 25, the mayor of the city, the controller and the president of the board of aldermen to be trustees *ex officio*.

"By chapter 606 the Brooklyn Public Library is reincorporated with 25 trustees, of whom the mayor of the city, the controller and the president of the borough of Brooklyn are trustees *ex officio*, and the other 22 are to be named by the mayor, 11 from trustees of the Brooklyn Library and 11 from trustees of the Brooklyn Public Library, the corporation to fill vacancies in its membership with regular terms of three years. This library is authorized to contract with the city of New York for construction of library buildings under conditions of the gift of Andrew Carnegie for this purpose. By this act the Brooklyn Library is consolidated with the Brooklyn Public Library, and other libraries in the borough may also be transferred to the new corporation.

"Chapter 20 authorizes the union school district at Chatham to use its library and to acquire property for a free public library under the control of the board of education; this board, with consent of the district, to contract with persons agreeing to furnish money for the library and an annual tax for support to be levied according to such agreement.

"Chapter 95 authorizes the town of Canton to raise money by tax and acquire property for a free public library and to accept gifts on condition of a specified annual appropriation for library maintenance.

"These two chapters last named apply directly to the well known conditions of Mr.

Carnegie's library gifts; one in the case of a school district, the other of a town.

"Chapter 403 authorizes the Oneida board of education to spend \$2000 to add to its school grounds a site for a public library, to permit trustees of any public library in the city to build thereon and control such building and to transfer to the public library the school district library which shall continue as the school library.

"Chapter 462 gives the council of Yonkers power to prepare a site and build foundation walls for the public library and issue bonds therefor not exceeding \$15,000; proceeds to be spent under directions of the public library board.

"Chapter 228 amends the charter of the city of Poughkeepsie and confers corporate powers for public purposes on the city library trustees to accept and execute trusts.

"The same general objects sought in these last five special acts appear also in the enactment of the general and very comprehensive act amending Sec. 36 of the University law. This amendment, known as chapter 183, applies to all municipalities and school districts. Any of them may raise money by tax for a public library or for library buildings or rooms or to share the cost with other like bodies or to pay for library privileges under a contract. Any municipality or district may acquire property, real or personal, and administer it for library purposes and by majority vote at any election or by three-fourths vote of a city council may accept gifts conditioned on future specified annual appropriation for library support. When such vote has been approved under seal by the regents of the University and recorded in its book of charters it is declared to be a binding contract.

"Several points in this law deserve particular notice. The power to pay by public tax for library privileges under a contract is specially important in opening an easy way by which any community, small or large, may profit by the resources of libraries privately controlled or of a library located outside its own territory. Wisconsin permitted this course in 1897 and New York recognized the principle in special bills of that year for both the Buffalo and New York public libraries. It is now made available throughout the state. It permits almost any library combination which may be found desirable and the small neighborhoods which are too small for independent libraries may, under this law, resort to their neighbors for help and pay their share of the cost. By such combinations many libraries will be found possible which were before impossible.

"The more striking feature of the act is the general power granted by it to municipalities and districts to accept gifts on condition of future annual appropriations; a provision which meets the terms of so many of Mr. Carnegie's great gifts. This power to bind

the future has been granted by the legislature in several individual instances. By this act it is extended to every municipality and district of the state; and a further plan for a formal record under seal in a state office is added.

"It may be noted, however, that the terms of this act do not cover the case of a library gift unless it is given directly to the municipality or district voting to comply with the giver's conditions.

"In conclusion we recommend the revision, codification and collation of all amendments to the University law as well as of the law itself, so far as these relate to public and chartered free libraries. Such revision should be made on the basis of that part of the Education bill proposed in 1900 which relates to libraries and which was at that time carefully examined by your committee and generally approved by the librarians of the state. If this bill shall again come before the legislature it will claim the interested attention of your committee."

Frank P. Hill presented the report of the Committee on Resolutions:

Whereas, The New York Historical Society is endeavoring to prevent the further loss of local historical records and asks for the co-operation of librarians. *Resolved*, That the New York Library Association approves the action of the New York Historical Society in securing the passage of an act looking to the appointment of a State Record Commission.

Resolved, That a committee be appointed by the president of the New York Library Association to co-operate with the New York Historical Society in calling the attention of the legislature to the need for action in this matter.

Resolved, That the New York Library Association approves the action taken by the Western Library Meeting in relation to the distribution of government documents, and recommends as a form for letter to be addressed by librarians to Congressmen the draft accepted by the Western Library Meeting, which appears in the September number of the LIBRARY JOURNAL.

Resolved, That the New York Library Association endorses the movement to establish reading rooms at the lumbering and mining camps as undertaken in Canada, and recommends the extension of the plan wherever feasible.

Resolved, That the thanks of the New York Library Association be extended to the Lake Placid Club, and particularly to Mr. and Mrs. Melvil Dewey and Mr. Asa Gallup for courtesies received by members of the Association during convention week.

Each resolution was read separately, and unanimously accepted; and with a few words from Miss Hazeltine the meeting was declared adjourned.

In conclusion a word should be said regarding the social and outdoor record of the week. As usual, drives had been arranged, to Wilmington Notch and to Adirondack Lodge, where several parties ascended Mt. Jo, and a few bold spirits camped out all night on the mountainside. One evening a beautiful "cathedral fire" illuminated the woods and twice the lake bonfires made a spectacular display. Golf and tennis were much in favor, and there were always the twin lakes to tempt explorers to long boat trips.

excursions. The various peaks about Lake Placid were the goals of many. A goodly proportion of the members made the ascent of Whiteface, and Mount Whitney, Eagle's Eyrie, Overlook and the many other beautiful viewpoints were thoroughly explored. During the entire week the weather was delightful, save for one rainy morning—and this despite the fact that equinoctial storms were the rule elsewhere. In its combination of vacation enjoyments, beautiful environment, pleasant company, and the spontaneous and informal discussion of an interesting program, "Lake Placid week" will be long remembered as a red letter date in the library calendar.

MEETING OF GERMAN LIBRARIANS.

The third annual meeting of the Association of German Librarians (*Verein Deutscher Bibliothekare*), held at Jena, May 22 and 23, 1902, is reported in detail in the *Centralblatt für Bibliothekswesen*, for August (p. 369-418). Sixty-six delegates attended the conferences of whom all but two were members of the Verein. It was at Jena 30 years ago that German librarianship was first recognized and voted a profession. Seventy-six new members were enrolled in the association during the year and it now numbers 280 members, which in the yearly report was considered a quite "imposing" number. The regular business took up the first day; the second was chiefly devoted to papers dealing with the relations between the libraries and the book-trade. Much that was said was pertinent to conditions in all countries and will be found summed up in a separate article in this issue. A proposition was also made for a yearly report on the book-trade and the libraries. The paper containing it was too long to be read but may be found in the number of the *Centralblatt* above given. The treasurer's report on the inadequate endowment of libraries, with reference to the very great growth of German literature (from 10,000 publications in 1870 to 25,000 in 1900), led to much discussion and many plans for the buying of books with more discrimination, according to location of libraries, specialties of universities and chiefly according to merit, to determine which competent committees of specialists should be appointed. A visit was made to the University of Jena and the report includes a valuable history of this world-renowned institution and a description of its library, overcrowded with treasures, many of them unique and priceless. This number of the *Centralblatt* also contains the laws and by-laws of the association, which show how very seriously the German librarians take their profession and what a high standard of education and knowledge is required to become a member of the Verein Deutscher Bibliothekare.

DISCOUNTS TO GERMAN LIBRARIES.

The Association of German Librarians, assembled at Jena last August in yearly conference, gave their chief attention to plans to force the book-trade to continue a ten per cent. discount and also to discussions upon the duty of the government to make free copies obligatory to all libraries. This not being deemed feasible, concerted action is to be taken to obtain such free copies for the University of Berlin and put it on the same footing as the Library of Congress, the British Museum and the National Library of Paris.

The delegates were all smarting under the action of the *Börsenblatt* which has been withdrawn from general circulation and confined strictly to members of the book-trade pledged to maintain retail prices. The 13 libraries thus deprived this daily report on new publications do not consider it just to class them as general public. The *Börsenblatt* contains articles and discussions on bibliographic and literary subjects by leading specialists, and the libraries claim their right to see every side of arguments on such subjects and propose an edition of the *Börsenblatt* for outsiders if the secrets of the trade are no more to be revealed. The correspondence with the *Börsenblatt* following its withdrawal is given at length in the *Centralblatt* for August.

The librarians who spoke on the discount question did not think that the booktrade has been reduced to its present financial straits by giving discount. They claim that the profession of bookselling is overfilled and filled by incompetent people who are not up to date in business methods and are hampered by narrow-minded rules and regulations. For diametrically opposite reasons two of the speakers claimed that the book-trade can afford to give discounts to libraries. One said that the proportion of books sold to libraries was so small in comparison with the whole output, that the discount to libraries might be continued without influencing the experiment of enriching the book-trade by saving discounts. Later in the discussion another said that the consumption of the libraries formed such a large part of the bookseller's earnings that by concerted action and a combination offering large orders the bookseller could be brought to terms. One suggested plan of bringing the book-trade to terms was to restrict all purchases of new books and ephemeral publications to the very lowest figure. The claim for ten per cent. discount should be insisted upon for large libraries (defined as libraries buying 1000 marks per year from the same bookseller), but might be modified to five per cent. in the case of smaller libraries. Five per cent. is still allowed by some dealers, but it is being gradually reduced to two per cent., and the libraries look for a stopping of all discount.

It was advocated to combine and take a distinct stand against the book-trade, to beg no more, but to demand, to import direct, to establish an official organ to take the place of the *Börsenblatt*, and to appoint a committee to prepare resolutions to be adopted by all libraries by which the book-trade must finally, in self-preservation, be brought to terms.

It was recommended to librarians to make the book-trade feel how much the action of the *Börsenblatt* had offended. Librarians were requested to furnish no more articles to the *Börsenblatt*, and it was mentioned that the Berlin Königliche Bibliothek had already refused publishers the privileges formerly so freely given to reproduce original manuscripts, illustrations, etc.

By a short resolution the *Börsenblatt* was notified of the attitude taken and was begged once more to reconsider its decision and let booksellers again supply libraries. The German libraries intend to insist upon discount and to take ways and means to get it. What the outcome will be must be watched with interest.

THE LIBRARY OF CONGRESS PRINTED CATALOG CARDS.*

The system upon which the Library of Congress is issuing printed catalog cards for the use of libraries throughout the country has been formulated and presented in the "Handbook of card distribution," recently issued by the library. The regulations there contained went into effect Sept. 1, and will be modified only in later editions. The handbook, which covers 49 pages, is divided into five sections, dealing with the printed catalog cards—Form of cards, Use of cards, Sale of the cards, Scope of the stock, Depository libraries—with appendices which give the abbreviations used for forenames and the supplies required for ordering cards. As the handbook is especially intended to make clear the use and form of cards, and to facilitate ordering, it covers ground that is already familiar to readers of the JOURNAL, and need not be reviewed in detail. Numerous examples and facsimiles are given, and directions are as clear and as full as possible. The stock from which orders can be filled now embraces cards for all copyrighted books received since June 1, 1898; current accessions of all classes published since Jan. 1, 1901; American history, including British, Central and South America and the outlying islands; a selection of non-current works in bibliography and library science. A tabulation is given of the cards available in various subjects, the general classification of which are outlined, so that

cards may be ordered in any special subdivision desired.

The depository libraries already selected, to receive full sets of all cards issued, are as follows:

Brooklyn (N. Y.) Public Library.
Carnegie Library, Atlanta, Ga.
Cincinnati (O.) Public Library.
Cleveland (O.) Public Library.
Fiske Free and Public Library, New Orleans, La.
Illinois State University.
John Crerar Library, Chicago.
Johns Hopkins University Library, Baltimore, Md.
McGill University Library, Montreal, Can.
Massachusetts State Library.
Mechanics' Institute Library, San Francisco.
Minnesota University Library.
Nebraska University Library.
New York Public Library.
New York State Library.
Pennsylvania University Library.
Philadelphia Free Library.
St. Louis (Mo.) Public Library.
Texas University Library.
Wisconsin State Historical Library.

These depositories are selected for the following purposes:

1. To enable students and investigators to ascertain whether certain works are in the Library of Congress without making a trip to Washington or submitting lists of books.
2. To promote bibliographical work.
3. To promote uniformity and accuracy in cataloging.
4. To enable the depository library and other libraries in its vicinity to order cards for their catalogs with the minimum expenditure of labor by submitting lists of serial numbers taken from the depository cards.

Deposits are made on condition: 1, that they shall be accommodated in suitable cases; 2, they shall be alphabetically arranged; 3, they shall be made accessible to the public.

Choice of depositories has been made in regard to their geographical location and their relation to centers of population, of educational and of library activity, and their accessibility. The depository collections will practically be identical with the printed card catalog of the Library of Congress. On Sept. 1 it approximated a total of 85,000 cards, and the annual additions for the next five years will, it is estimated, be about 50,000 per year.

The "travelling catalogs" sent out by the library are described in Bulletin no. 2, issued Sept. 15 by the Card Distribution Section. These catalogs are especially intended to facilitate the recataloging of libraries by enabling them to order printed cards by serial number.

The expense of transporting and handling the catalogs will be considerable. Except in the case of the catalog for American history, the area covered by each is, at present, comparatively small. A catalog will not be

* Library of Congress, Catalogue Division, Card Distribution Section. Handbook of card distribution. 1st ed. Washington, Gov. Print. Office, 1902.

loaned unless the number of cards ordered from it is likely to be considerable. For the above reasons, libraries are requested to consider carefully, before applying for the use of a travelling catalog, whether the usual method of ordering cards, on slips by author and title, is not sufficient for their purpose.

The following travelling catalogs were ready by Sept. 20:

1. General catalog.

About 85,000 cards, representing all the printed cards now in stock. For details as to scope of stock see Handbook, p. 37-46.

2. American history.

About 25,000 cards. This section being now completely recatalogued, the collection of printed cards is representative of the collection of books on this subject at the Library of Congress, with the exception of unfinished serial publications. Besides the general history and description of the United States, this class includes local history and description. In addition to the United States, it covers British, Central, and South America and the outlying islands. It does not include the constitutional history of the United States, nor American biography.

3. Bibliography.

About 3000 cards, representing works in bibliography and library science which have come by copyright since June, 1898, and by purchase since Jan. 1, 1901; also a selection of the books in most common use, of various dates, from the shelves of the bibliographical section of the library.

4. Law.

About 1200 cards. Covers cards for copyright books received since June, 1898, and books received by purchase since Jan., 1901. Includes cards for books on common law, constitutional law and history and theory of law.

In order to economize in the matter of transportation charges as well as in the time required for transportation, circuits will be arranged for the catalogs whenever possible. After circuits have been arranged, however, no further applications for that circuit can be granted, except in the case of a library in the vicinity of a portion of the circuit not yet covered by the catalog desired.

LIBRARIANS have passed through the repository stage, when they did little more than collect and save; the identification stage, when they devoted themselves greatly to classifying, ticketing and cataloging their books; the memorial stage—which we are unhappily still blundering through—when they surrendered themselves to the task of erecting Greek temples, Italian palaces, and composite tombs; the distribution stage, wherein they find themselves outstripped by commercial ventures which saw that the novel had become as much desired as the daily paper; and they are just entering upon the critical, evaluating and educating stage.

J. C. DANA.

Library Association of the United Kingdom.

ANNUAL MEETING, BIRMINGHAM.

The annual meeting of the Library Association of the United Kingdom was held this year at Birmingham, Sept. 23-26. This is the second time the association has met at Birmingham, the previous conference held there having been in 1887. The first session was opened on the morning of Tuesday, Sept. 23, at the city council chamber, when after an address of welcome from the Lord Mayor, J. H. Lloyd, the new president, Dr. W. Macneile Dixon, of Birmingham University, was installed, and a vote of thanks was extended to the retiring president, Mr. G. K. Fortescue, Keeper of Printed Books at the British Museum.

The president's address, delivered by Dr. Dixon, was mainly an exposition of the function of books in the development of the race, and the part that libraries should play in that development. Libraries serve to put us in mind of our intellectual and moral obligations, to remind us that the pillars of our world rest on the labors of others. They preserve for us the fragments of an uncommunicated past, which, however we choose to regard it, remains the present and inexorable critic of our modern doings. The library appears to be the natural home of the idealist, for one can hardly fail to observe the singular unanimity with which the books of the world uphold the highest ethical and spiritual standards. Nothing is more interesting than to observe how rarely the sordid or ignoble view of things finds its way into print. In books the cause of virtue and heroism is the wise man's cause. Librarians are to be congratulated that their business in life appears to place them on the side of the real, as opposed to the apparent, on the side of the protest made by humanity against the encroachment of the merely material life, which consists of the appearances or shows of things. It need not surprise us, therefore, to find that a faith in books is a part of any man's creed; it need not surprise us that in libraries many men should discern a hope for the world. Books, however, have the defects of their qualities; they are rarely accused of materializing the mind, but they fall short of what is sometimes expected of them. The thesis that libraries contain nothing that cannot be spared cannot be defended. Man is a loquacious animal, and the preserved verbosity of centuries contains many vain repetitions and lifeless redundancies.

Following the president's address Mr. A. Capel Shaw, of the Birmingham Public Libraries, read an historical sketch of the use and development of those libraries. Other papers were: "Publishers and publishing," by Walter Powell, of Birmingham, dealing with points for criticism in modern book-

making; "Notes on a few experiments in Glasgow," by F. T. Barrett, who described details of cataloging, classification, and indicators; and "John Baskerville and his work," by R. K. Dent, of Aston Manor. In the afternoon visits were made to Kenilworth, and to the Wolverhampton Art and Industrial Exhibition, and in the evening a reception was given to the delegates by the Lord Mayor and Lady Mayoress.

Wednesday morning's session was opened with a paper by W. E. A. Axon, of Manchester, on "An Italian librarian of the 17th century: Antonio Magliabecchi." John Ballinger, of Cardiff, brought forward a topic of practical interest in "The rate limit and the future of free libraries." He said that more than 50 years had passed since the limit of a penny rate was fixed, either to check extravagance or to prevent waste of money on a scheme which many expected to fail. The library movement had travelled a long way since then. The need for expensive buildings and for branch libraries was not foreseen, nor could the original promoters of public libraries foresee that 25 years later the whole aspect of the library question would be changed by the passing of an act for general education. The spread of education had created demands upon libraries, both in range and extent, beyond the most sanguine dreams of those who pioneered the movement, and to a very large degree the libraries had failed to support those demands. At present funds were not available for the purchase of those expensive, but essential, books which went to make up a library of real value. Cheap bindings for books of permanent value were also false economy. The general ideas of the functions of a public library needed revision and extension.

"The idea of a great public library," as submitted by T. W. Lyster, of Dublin, called forth some discussion on the subject of discriminating in contemporary literature, in the course of which Dr. Garnett said that all public libraries, including the British Museum, were crippled through not having been built on a sufficiently large scale. The British Museum ought to be a universal library, so far as it is possible for any library to realize that ideal, and he hoped that would be borne in mind when the question came before the country of increasing the present grant to the British Museum. A paper by Benjamin A. Mullen, of Salford, followed, recommending a system of "Sight indices for a classified library," which should make it impossible, in returning a volume to the shelves, to place it in a wrong position without the fact being instantly shown by the book itself; and R. W. Mould, of Southwark, spoke on "Some library aids other than mechanical." In the afternoon St. Mary's College and the Oscott Library were visited, and in the evening, after a business session, there was a smoking concert tendered by the Midland Arts Club and the Royal Birmingham Society of Artists.

The business meeting on Wednesday evening was a prolonged one. The report of the council was read and accepted. The year's necrology included the names of the Marquis of Dufferin, who was president of the association at the Belfast meeting of 1894, and that of Benjamin F. Stevens. An invitation to hold the annual meeting at Leeds in 1903 was accepted, and Newcastle-on-Tyne was decided upon for 1904.

It was reported that the Public Libraries Acts had been adopted in 16 places during the year, and the Public Libraries (Ireland) Amended Act, 1902, had been successfully passed. An important change in the management of the classes hitherto conducted by the association had been agreed to. By arrangement with the governors of the London School of Economics and Political Science (University of London) those classes would in future be held at the new premises of the school in Clare Market, under the control of two governors of the school and two members of the Library Association. The teachers would be nominated by the council, by whom the professional examination would be held as hitherto. The first of the new classes would begin on Oct. 15, when Mr. J. D. Brown would deliver the first of ten lectures on "Elementary bibliography." These would be followed early in 1903 by a course on "Cataloging, classification, and shelf arrangement," by Mr. F. T. Barrett. The office of honorary secretary having become vacant through the resignation of Mr. Frank Pacy, Mr. Lawrence Inkster had been appointed as his successor. Attention was directed to the remarkable series of gifts to library authorities in all parts of the United Kingdom which Mr. Andrew Carnegie had lately added to the many similar benefactions previously bestowed by him both in the British Empire and in the United States.

On Thursday morning the first paper read was by J. Potter Briscoe, on "The public library and reading circles," urging that some means of influencing systematic reading should be developed by librarians, and commending the work of the National Home-reading Union. Henry Guppy, of the John Rylands Library, presented the subject of "Analytical cataloging for the reference library." He said that the question of paramount importance to the librarian was how best to render accessible to readers and students the stores of literature which were to be found on the shelves of the library. The great desideratum of the library, and more particularly of the greater reference libraries, was the catalog or catalogs. Mr. Fortescue had done fine work in removing the reproach from the British Museum, in so far as the current literature since the year 1880 was concerned, but the vast accumulations down to that year remained still to be dealt with, and constituted a problem not easy of solution.

Other papers were: "The Library Asso-

citation rules for author entries in catalogs," by L. Stanley Jast; "More about cataloging" by F. T. Barrett, and "The cataloging of the contents of the transactions of learned societies," by G. T. Shaw. A discussion followed, in which Dr. Garnett, Mr. Lyster, and Mr. Axon commended the cataloging rules of the British Museum, while other speakers urged the desirability of revising and completing the rules drawn up some years ago by the association. A representative sub-committee was appointed to report on the subject. The question of discount to libraries on net books was also brought up, and it was reported that in reply to a circular addressed to them on the subject, nearly all the library authorities connected with the association had expressed themselves in favor of asking the Publishers' Association to release booksellers from the existing restriction which prevents them from giving any discount on net books to public libraries. A committee was appointed to undertake the whole question of revising the rules of the association. The afternoon was devoted to excursions, parties visiting Coventry and Wolverhampton, and the annual dinner of the association was held in the evening. On Friday the meeting closed with a post-conference excursion to Stratford-on-Avon and Warwick.

American Library Association.

President: Dr. J. K. Hosmer, Public Library, Minneapolis, Minn.

Secretary: F. W. Faxon, 108 Glenway st., Dorchester, Mass.

Treasurer: Gardner M. Jones, Public Library, Salem, Mass.

A. L. A. PUBLISHING BOARD.

GUIDE TO REFERENCE BOOKS.

Miss Kroeger's "Guide to the study and use of reference books, a manual for librarians, teachers and students" (104 p. O.), will be published Oct. 25 (order of Houghton, Mifflin & Co., Boston, or of the A. L. A. Publishing Board, 10½ Beacon street, Boston). Miss Kroeger is the librarian of the Drexel Institute, of Philadelphia, and director of its Library School. Her manual is the only text-book available for instruction on this subject, and though intended primarily for use in library schools and for general library use, it will also be found of value in high and normal schools. Price, \$1.25 net; discount on copies bought in quantity.

INDEX CARDS FOR PERIODICALS.

For certain periodicals currently indexed by printed cards, the Board has issued in the course of the last three years cards covering the whole series from the beginning up to the date of the current indexing. The

following are the last series issued to subscribers, and a few additional sets can still be had from the Publishing Board. Prices are at the rate of 75 c. per 100 cards.

Johns Hopkins University studies, v. 1-15. \$2.44.

U. S. Geological Survey. Monographs, v. 1-28. 66 c.

— Bulletins, 1883-1897. \$2.78.

U. S. Geological and Geographical Survey of the Territories. Reports 1-13. 26 c.

— Miscellaneous publications 1-12. 23 c. American Academy of Political and Social Science Annals, 1890-1901. \$5.88. *Bibliographica*, 3 v. (*in preparation*).

CARDS FOR BRITISH PARLIAMENTARY PAPERS.

This is the most important set of printed cards lately issued by the Publishing Board, and includes 1339 cards, covering 559 titles. Price \$13.39. The work of preparation was done at the John Crerar and Harvard College libraries, and careful attention has been given to the difficult matter of author entries for the various British government boards; and it is hoped that the principles adopted will be followed by libraries in general. The set consists of two parts: First, 331 titles for reports currently continued from year to year. A note states in each case when the series began and its relation to earlier series, if any, on the same subject. Second, 248 titles for special papers and reports in the Parliamentary Papers of 1896 to 1899. The second section will be continued immediately by the issue of cards for the Papers of the session of 1900, and additional cards of the first kind will be issued from time to time, as necessary.

A few sets still remain on hand of some of the series of printed cards previously issued, namely:

Columbia studies in history, economics and public law, v. 1-7. 33 c.

American Economic Association. Economic studies, v. 1-2. 28 c.

— Publications, v. 1-11. \$1.13.

U. S. National Museum. Bulletins, 1-49. \$1.02.

Mass. Historical Society. Collections, 1792-1899. \$4.

Old South leaflets, v. 5. 50 c.

N. Y. State Museum. Bulletins, 1-23. 54 c. (2 sets.)

American Association for the Advancement of Science. Addresses, 1875-98. \$3.49. (1 set only.)

Of other sets already out of print, the Board is prepared to reprint and bring up to date the following, if enough orders are received:

U. S. National Museum. Annual reports.

U. S. Bureau of Ethnology. Annual reports.

Smithsonian Institution. Annual reports.

Smithsonian Institution. Contributions to knowledge.

Smithsonian Institution. Miscellaneous collections.

U. S. Bureau of Education. Circulars of information.

American Historical Society. Reports and papers.

Special consular reports.

Old South leaflets.

Advance orders for these cards should be sent promptly to the office of the Publishing Board.

WARNER LIBRARY.

In 1899 the Board issued printed cards for the "Warner library of the world's best literature," but they soon went out of print. So many inquiries for these cards have been received since, and librarians report so favorably on the increased usefulness of the volumes from the presence of the cards in the catalog, that the Board has decided to reprint the cards. They will probably be ready for distribution in November, and early orders are requested. The set consists of over 1000 cards. Price \$6.

BIBLIOGRAPHICAL SERIALS.

The indexing of current bibliographical serials, begun in co-operation with the Chicago Bibliographical Society, is under way, and cards for the *Bibliographe moderne*, vol. 1 to 5, and the *Bulletin of bibliography*, vol. 1 to 3, no. 2, have already been sent out. The list of publications indexed consists of 20 titles. Indexing begins with the volume for 1901, except in certain cases where the periodical itself started shortly before that time, when the indexing begins with the first volume. Subscriptions are received for the complete series at the rate of \$2.50 per 100 titles (two cards per title), and it is estimated that the usual annual cost will not exceed \$12. Subscriptions for individual periodicals are received at the same rate for the first titles sent out, but for the continuation the rate will be \$4 per 100 titles, the same as for other current periodical cards. A few extra sets will be printed, but libraries that have not subscribed should do so promptly. Cards for the *Bibliographe moderne*, vol. 1 to 5, 87 titles. Price, \$2.17. Cards for the *Bulletin of bibliography*, vol. 1 to 3, no. 2, 36 titles. Price 90c.

CROSS REFERENCE CARDS.

Requests have been received for printed cards giving the "see" and "see also" references contained in the A. L. A. "List of subject headings." The Board is ready to issue such cards if the demand proves sufficient. The price probably would not exceed 1c. per card, and to those subscribing in advance a discount of 25 per cent. will be given.

LITERARY TRACTS.

A new library tract is in preparation, giving library plans, etc., supplementary to the tract on library rooms and buildings by Mr.

C. C. Soule. Suggestions for future tracts will be welcome. Those now on hand are:

1. Why do we need a public library?

2. How to start a public library, by Dr.

G. E. Wire,

3. Travelling libraries, by F. A. Hutchins,

4. Library rooms and buildings, by Charles

C. Soule.

Price 5c. each, \$2 per 100, in lots of 50 or more. Orders should be sent to the secretary of the Publishing Board, 10½ Beacon street, Boston.

NINA E. BROWNE,
Secretary.

State Library Commissions.

MICHIGAN STATE BOARD OF LIBRARY COMMISSIONERS. Secretary: Mrs. M. C. Spencer, state librarian, Lansing.

The commissioners have issued their second annual report for the year ending Dec. 31, 1901, which is practically devoted to tabulated statistics of Michigan libraries. The majority of the libraries recorded, however, are township school libraries, regarding which no information was forthcoming. It is rather discouraging to find on page after page the statement "no report to board," and some method of discriminating between live working libraries and moribund school collections might usefully be adopted for future reports. The summary of statistics shows a total of 4437 libraries, of which 1170 have reported, containing 1,429,169 v. and spending in 1901 \$33,498.80 for books.

NEW YORK PUBLIC LIBRARIES DEPARTMENT:
Melvil Dewey, director.

The University of the State of New York, Home Education Department, has issued the annual report for 1901 of the Public Libraries Division (Bulletin 41. Public Libraries 11), which, in addition to its statistical review of library conditions in New York, touches in general upon the library history of the year. The number of independent libraries formally admitted to the university, like colleges, was increased by 11 during the year, and is now 186. "Those free for circulation contain 718,775 v., an increase of 112,443, or 18 per cent. for the year. This is the largest gain in seven years. Their circulation was 2,605,610, an increase of 423,456 or 19 per cent. and the average circulation was 362 for each 100 volumes." Of these 186 libraries, 135 received state grants of money for books, and 100 were aided, or in a few instances supported, by local taxation. There are also 99 public libraries registered in the university, 151 libraries in 42 counties were visited by the state inspector and his assistants, and 48 lectures or addresses were delivered by the inspector.

In all reports were received by the division from 1137 libraries of 200 v. or more. This is a gain of 102 over the previous year.

"The increase of libraries free for circulation is 69, counting for the first time 25 branches as libraries. These free lending libraries report an increase of 238,135 v. and 780,252 in circulation. The total free circulation was 9,232,007, an average of 25,350 daily, 381 for each 100 v. in those libraries and 1270 for each 1000 of population." Tabulated statistics are given of the volumes and circulation of free lending libraries in New York city for the year ending June 30, 1901; there are notes of new buildings, administrative changes and like details; tabulated summaries of gifts and bequests and library legislation, and a review of library meetings and training for the year.

Library Clubs.

WESTERN MASSACHUSETTS LIBRARY CLUB.

President: Frank G. Willcox, Public Library, Holyoke.

Secretary: Miss May Ashley, Public Library, Greenfield.

Treasurer: Mrs. A. J. Hawks, Meckins Memorial Library, Williamsburg.

A library institute was held in Granville on Tuesday, Sept. 23.

Librarians were present from Hartford, North Granby and Hartland, Ct., and from Westfield, Brimfield, Holyoke, Sunderland, Greenfield and Springfield, Mass. The schools in Granville were closed for the afternoon in order to enable teachers and older pupils to attend.

After a few words of welcome by Mrs. A. C. Carpenter, the first talk of the afternoon was given by Miss C. M. Hewins, librarian of the Hartford Public Library, on "What we can discover in books."

C. A. Brodeur, principal of the Westfield normal school, spoke on "The teacher's tools." Books are the most useful tools the teacher has; they are her stock in trade. She needs them for herself and for the children, hence there must be close co-operation between herself and the librarian. She wishes to know what she is recommending and what will give just the best material. To that end, graded lists are useful, lists on which groups of teachers may work together with the librarian. The talk was followed by an interesting discussion.

After a bountiful supper, provided by the women of the Granville Library Club, the session was continued. F. G. Willcox, librarian of the Holyoke Public Library, who acted as chairman, summed up the functions of a library as a storehouse, a bureau of information, a provider of pastime and an educator. He then introduced C. D. Hine, secretary of the Connecticut Board of Education, who spoke on "The librarian, the teacher, and the child." Every home should have a library of its own, in which

some books should stand for character and ideals. There is danger in these days of books being too highly colored with imagination; danger in fairy tales which teach wrong motives; danger in Indian tales, full of blood and thunder; danger in tales of well-dressed little prigs. A warm discussion followed, showing a great difference of opinion in regard to the value of fairy tales and Indian stories.

Rev. W. E. Waterbury, of Springfield, gave the final address, speaking on "The value of the library to every citizen."

Library Schools and Training Classes.

AMHERST SUMMER LIBRARY SCHOOL.

The twelfth session of this summer school was held in the library of Amherst College as usual. The number of pupils was larger than ever, being 54, and the class was of excellent quality as to scholarship and ability. The six weeks from July 7 to Aug. 15 were crowded with hard work, done with spirit and enthusiasm. Visits were made to important libraries in the neighborhood, and at the close a trip was made to Boston and Cambridge, including visits to the libraries, the Library Bureau, and the Riverside Press. Following is a list of the pupils:

Miss L. G. Bew, Baltimore, Md.
Nellie Preston Blanchard, Ascutneyville, Vt.
Carol W. Brewster, Northampton, Mass.
Ingrid Busck, Washington, D. C.
Grace W. Bushee, Merrimack, N. H.
Lulu Carpenter, Logan, Utah.
Alma M. Chickering, Dover, Mass.
Elfreda M. Clarke, Waltham, Mass.
Bessie F. Cordes, Winthrop, Mass.
Miss M. E. Craighead, Indiana, Pa.
Amelia W. Davis, South Boston, Mass.
Jessie Dunn, Titusville, Pa.
Charles H. Dye, Athens, Ga.
Mary L. Erskine, Newville, Pa.
Anna Friedlander, New York City.
Marion Herbert, New York City.
John W. Herrick, Plymouth, Mass.
Henrietta J. Hifton, North Plainfield, N. J.
Herbert S. Hirshberg, Brookline, Mass.
Alice Holt, Stamford, Ct.
Catherine Horner, Edmond, Okla.
Edith Johnson, Matawan, N. J.
Florence Kimball, Brockton, Mass.
Adah M. Judd, Westhampton, Mass.
Effalene H. King, Williamstown, Mass.
Fred H. Lawton, Boston, Mass.
Lucy S. McClary, Windsor, Vt.
Mary T. McCloskey, Philadelphia, Pa.
Helen C. McGown, Woburn, Mass.
Elizabeth V. McLaw, Savannah, Ga.
Elizabeth Merritt, Millbrook, N. Y.
Abbie Montague, Sunderland, Mass.
Lilla M. Oberly, Quakertown, Pa.
Florence M. Pease, Conway, Mass.

A. Gertrude Phelps, Brookline, Mass.
 Edith M. Pratt, Greenfield, Mass.
 Beatrice Putnam, Uxbridge, Mass.
 Henrietta Schoverling, Brooklyn, N. Y.
 Mrs. C. P. Simpson, Ronne, N. Y.
 Harriet B. Sornborger, Hopedale, Mass.
 George Dana Smith, Burlington, Vt.
 Mabelle Smith, Amherst, Mass.
 Grace M. Stoddard, Norwood, Mass.
 Miss E. S. Talcott, Elmwood, Ct.
 Charles S. Thayer, Hartford, Ct.
 M. Louise Topliff, Pomona, Cal.
 Miss L. T. Wilder, Waltham, Mass.
 Florence L. Wildes, Waltham, Mass.
 Leonard Worcester, Burlington, Vt.
 Jessie W. Wright, Schenectady, N. Y.
 Madge E. Yeager, Washington, D. C.

CARNEGIE LIBRARY TRAINING SCHOOL FOR CHILDREN'S LIBRARIANS.

The training school for children's librarians conducted by the Carnegie Library of Pittsburgh opened for its third year on Sept. 29 with 17 students. As heretofore, the mornings will be devoted to lectures and class work, and afternoons or evenings to practice work in the six children's rooms, the schools, home library groups, clubs, etc. The junior studies for the first term include library handwriting, order department routine, classification, cataloging, folklore and myths (as an introduction to the story telling), and annotations for children's books. The students also attend the weekly round table discussion on the rule and regulation of a children's room, which are participated in by the central and branch librarians and the students of the school.

The following is a list of the students for 1902-1903:

Senior class.

Alice Gordon Goddard, Zanesville, O. Apprentice, Utica (N. Y.) Public Library, Sept., 1897-May, 1898.
 Florence Janney Heaton, Hamilton, Va. Woman's College of Baltimore, A.B. 1901.
 Louise Kennard, Pittsburgh, Pa.

Junior class.

Gertrude Elizabeth Andrus, Buffalo, N. Y. Assistant, Buffalo Public Library, March 1900-Aug., 1901.
 Helen Grant Betterley, Wilkesbarre, Pa. Substitute, Osterhout Free Library, April, 1902-Sept., 1902.
 Emma Arrietta Floyd, Pittsburgh, Pa. Pennsylvania College for Women, 1889-1893.
 Ruth Grosvenor Hopkins, Auburn, N. Y. Harriet Josephine Imhoff, Johnstown, Pa. Northwestern University, Sept., 1899-Feb., 1900. Assistant, Carnegie Library of Pittsburgh, June, 1900-Dec., 1900. Assistant, Newark Public Library, Newark, N. J., Jan., 1901-Jan., 1902.

Grace Addison Kingsbury, Pittsburgh, Pa. Pennsylvania College for Women, B.L. 1902.
 Adelaide Leiper Martin, Baltimore, Md. Wilson College, B.A. 1902. Assistant librarian, Wilson College Library, Sept., 1901-June, 1902.
 Lucy Boardman Moody, Beaver, Pa. Wellesley, B.A. 1902.
 Amena Pendleton, Bryn Athyn, Pa.
 Edith Morley Smith, Philadelphia, Pa.

Special students.

Lillie Capelle Bryer, Wilmington, Del. Assistant, Wilmington Institute Free Library, Oct., 1895-Jan., 1900. Jan., 1901-March, 1901. Children's librarian, Wilmington Institute Free Library, March, 1901-Aug., 1902.
 Dorothy Emma Burrows, Rutherford, N. J. Librarian, Rutherford Public Library, May, 1896-Sept., 1902. Chautauqua Library Summer School, July 10, 1901-Aug. 15, 1901.
 Minnie Wells Le Clear, Lyndhurst, N. J. Brooklyn Public Library, apprentice, May, 1900-Jan., 1901. Brooklyn Public Library, assistant, Jan., 1901-Sept., 1902.
 Effie Louise Power, Cleveland, O. Children's librarian, Cleveland Public Library, March, 1895-Sept., 1902.

APPOINTMENTS.

The following students of the Training School for Children's Librarians have been appointed to positions on the staff of the Carnegie Library of Pittsburgh:

Edna May Cullis, Oil City, Pa. Assistant in charge, East Liberty Children's Free Club and Reading Room.
 Josephine Louise Gutman, Pittsburgh, Pa. Children's librarian, Mount Washington Branch.
 Annabelle Porter, Kent, O. Assistant, West End Branch.
 Helen Underwood Price, Kent, O. Children's librarian, West End Branch.
 Lillian Rodé, Pittsburgh, Pa. Assistant, Hazelwood Branch.
 Elva Sophronia Smith, South Pasadena, Cal. Annotator, Children's department.
 Marie Martin Smith, Philadelphia, Pa. Children's librarian, Lawrenceville Branch.

DREXEL INSTITUTE LIBRARY SCHOOL.

CLASS OF 1902-03.

Bessy Forsyth Baché, Columbus, Ohio.
 Susan Katherine Becker, Lebanon, Pa. Graduate Pa. State Normal School, Lebanon Valley College, 1901-2.
 Marie Estelle Binford, Macon, Ga. Wesleyan Female College, Macon, Ga.; graduate Toronto Presbyterian Ladies' College, Toronto, Canada.
 Edith Julia Chamberlin, Bradford, Vermont. Graduate Bradford Academy; graduate Salem Normal School, Salem, Mass.
 Jane Evans, Burlington, N. J.

Emily Jane Fell, Urbana, Ohio. Graduate Urbana High School, Urbana University, 1901-2.
 Rosalie V. Halsey, Baltimore, Md.
 Helen A. Keiser, Millersville, Pa. Graduate State Normal School, Millersville, Pa.
 Bessie McCord, Joliet, Ill. Graduate Hampton High School, Iowa College (two years).
 Ina Forrest Nelson, Morgantown, W. Va. Graduate Fairmount State Normal School.
 Nina K. Preston, Ionia, Mich. Graduate Ionia High School, University of Michigan, 1892-93.
 Anna Mary Rodgers, McVeytown, Pa. Graduate Lewisistown Academy, Woman's College, Baltimore, Md.
 Daisy M. Smith, Piqua, Ohio. Graduate Piqua High School, Wesleyan University, 1890-91.
 Margaret Clark Smith, Martin's Ferry, Ohio. Graduate Martin's Ferry High School; graduate Wilson College, A.B.
 Ora J. Smith, Rock Hill, S. C. Graduate Winthrop Normal and Industrial College of South Carolina.
 Elfreda Stebbins, Shelton, Neb.
 Helen A. Stiles, Haddonfield, N. J.
 Helen D. Subers, Ashbourne, Pa.
 Flora B. Turner, Berlin, Pa.
 Irene DuPont Winans, Rochester, N. Y.

ILLINOIS STATE LIBRARY SCHOOL.

The sixth year of the Illinois State Library School at the University of Illinois opened Sept. 17. The per cent. of students returning for the senior year is unusually large.

A new arrangement in the practical work of the senior class has been instituted by which the instructor is afforded an opportunity to justly estimate the ability of the student to organize and carry on independent work. In addition to the previous custom of requiring practice in all departments of the library, during the entire year each senior student is to be held responsible for the performance or supervision of some branch of work in the university library, and, in so far as the performance of this duty is concerned, she is considered a regular assistant in this library. The purpose of this plan is to develop in the student a sense of responsibility, and to make her feel that she is an active worker in the university library.

Each student is required to make her own plans for the execution of her work, which plans may include assistance from junior students, whose work she must supervise. In this way excellent practice is given in administrative work. The library, being a university library, affords unusual facilities for training along this line, and already much interest and appreciation of the opportunity offered has been expressed by the hearty co-operation of the students in this plan.

MARGARET MANN.

NEW YORK STATE LIBRARY SCHOOL. LIST OF STUDENTS 1902-1903.

The fall term opened Wednesday, Oct. 1, with the following students:

Senior class.

Bacon, Corinne, New Britain, Ct. Packer Collegiate Institute, 1888-90; assistant New Britain Institute Library, 1895-1901.
 Bennett, Bertha Ilione, Ilion, N. Y. B.L. Syracuse University, 1899.
 Blunt, Florence Tolman, Haverhill, Mass. B.L. Mt. Holyoke College, 1896; B.A. 1899; assistant Haverhill (Mass.) Public Library, 1899-1901.
 Brown, Zaidee Mabel, Albany, N. Y. B.A. Stanford University, 1898.
 Casamajor, Mary, Brooklyn, N. Y. B.A. Adelphi College, 1899; filer and indexer of correspondence Munson Steamship Line, New York, 1901; librarian Asbury Park (N. J.) Public Library, 1901-2.
 Chapman, Grace Darling, Geneva, N. Y. B.L. Lake Erie College, 1901; cataloger Lake Erie College Library, 1900-1.
 Deming, Margaret Childs, Sacramento, Cal. University of California, 1890-91 B.A. Stanford University, 1897.
 Draper, Annie Elizabeth, Auburn, N. Y. Cornell University, 1900-1.
 Groves, Charlotte Elizabeth, Alfred, N. Y. B.A. Wilson College, 1899; assistant Wilson College Library, 1895-1901.
 Hepburn, William Murray, Picton, N. S. B.A. Dalhousie College, 1895; M.A. 1897.
 Jenks, Edwin Munroe, Boston, Mass.
 Katz, Louise Waldman, Ithaca, N. Y. B.S. Cornell University, 1900.
 McCurdy, Robert Morrill, Andover, Mass. B.A. Harvard University, 1900.
 Mathews, Mary Eliza, Brooklyn, N. Y. B.A. Adelphi College, 1899; cataloger New York Public Library, 1901; librarian American Institute of Mining Engineers, New York, 1901-2.
 Perry, Everett Robbins, Worcester, Mass. Harvard University, 1899-1901.
 Seligsberg, Ella Rosina, New York City. B.A. Barnard College, 1899.
 Whittlesey, Julia Margaret, Cleveland, O. B.L. Lake Erie College, 1899; assistant Cleveland Public Library, 1900-1.
 Wyer, Malcolm Glenn, Excelsior, Minn. B.A. University of Minnesota, 1899; assistant University of Minnesota Library, 1900-1.

Junior class.

Barker, Beatrice J., Providence, R. I. Ph.B. Brown University, 1895; cataloger Brown University Library, 1896-1902.
 Bonnett, Marguerite Waldron, Pittsburgh, Pa. B.L. Pennsylvania College for Women, 1896; assistant Carnegie Library, Pittsburgh, 1902-2.
 Clarke, Mary Reynolds, Whitinsville, Mass. Wellesley College, 1876-78; Smith College,

1879-80; assistant Worcester (Mass) Free Public Library, 1902.
 Dickinson, Asa Don, Westwood, N. J. Columbia College Law School, 1894-96.
 Dunham, Mary Eleanor, Richmond, Ind. University of Colorado, 1895-96; B.A. Indiana University, 1898; Yale University Graduate School, 1899-1901.
 Eastwood, Mary Edna, Burlington, N. J. B.A. Vassar College, 1899; junior assistant New York State Library, 1901.
 Emerson, Margaret Ann, Canajoharie, N. Y. Mt. Holyoke Seminary, 1870.
 Goodrich, Nathaniel Lewis, Utica, N. Y. B.A. Amherst College, 1901.
 Hedrick, Ellen, Washington, D. C. B.A. Smith College, 1892; indexing and bibliographic work in Washington libraries.
 Hyde, Mary Elizabeth, San Francisco, Cal. B.A. Stanford University, 1901; assistant San Francisco Free Public Library, 1901; cataloger California Academy of Sciences Library, 1901-2.
 Ketcham, Ethel Belden, Dover Plains, N. Y. B.A. Radcliffe College, '99.
 Leupp, Harold Lewis, New York, N. Y. B.A. Cornell University, 1902.
 McCollough, Ethel Farquhar, Franklin, Ind. Ph.B. Franklin College, 1901.
 McConnell, Lilian Brown, Merrimac, Mass. B.A. Mt. Holyoke College, 1900; assistant Merrimac Public Library, 1895-96.
 McKay, Mabel, Dunkirk, N. Y. Vassar College, 1898-1900; assistant Brooks Memorial Library, Dunkirk (N. Y.), 1901-2.
 Mackey, Mary Evelyn, Pittsburgh, Pa. B.A. Pennsylvania College for Women, 1897; assistant West End Branch, Carnegie Library, Pittsburgh, 1899-1902.
 Manchester, Earl Northup, Factoryville, Pa. B.A. Brown University, 1902; assistant Brown University Library, 1899-1902.
 Mumford, Rosalie, Detroit, Mich. Vassar College, 1894-96; assistant Detroit Public Library, 1899-1902.
 Nernoy, May Childs, Green Island, N. Y. B.A. Cornell University, 1902; junior assistant N. Y. State Library, 1897-98.
 Pearson, Edmund Lester, Newburyport, Mass. B.A. Harvard University, 1902.
 Peck, Harriet, Gloversville, N. Y. B.L. Mt. Holyoke College, 1902; assistant Gloversville Free Library.
 Peters, Orpha Maud, Circleville, O. B.L. College for Women of Western Reserve University, 1902; assistant Library of the College for Women.
 Reed, Lois Antoinette, Rochester, N. Y. University of Rochester, 1900-2; assistant University of Rochester Library, 1901-2.
 Riggs, Alice Winifred, Pittsburgh, Pa. Ph.B. College for Women of Western Reserve University, 1901; assistant Adelbert College Library, 1900-1; assistant Carnegie Library, Pittsburgh, 1901-2.
 Rose, Ernestine, Bridge Harrington, N. Y. B.A. Wesleyan University, 1902.
 Saleski, Mary Agnes, New York City. B.A. Wesleyan University, 1900; assistant Circulating Department New York Public Library, 1900-2.
 Spofford, Martha Elizabeth, Rutland, Vt. B.A. University of Vermont, 1896.
 Votaw, Albert Hiatt, Westtown, Pa. B.A. Earlham College, 1874.
 Wead, Mary Eunice, Washington, D. C. B.A. Smith College, 1902.
 Whitbeck, Mrs. Alice Grover, Berkeley, Cal. B.L. University of California, 1887.

SALOME CUTLER FAIRCHILD.

Reviews.

A. L. A. RULES, *advance edition*. Condensed rules for an author and title catalog; prepared by the Co-operation Committee of the A. L. A., 1883; revised by the Advisory Catalog Committee, 1902. Issued by the Library of Congress, Washington, Government Printing Office, Library Division, August, 1902. 23 leaves, Q.

This pamphlet is a direct outcome of the Library of Congress plan of supplying printed catalog cards to other libraries. One of the first questions asked by each cataloger was "Will the rules of entry conform to those already in use in my catalog?" There are several codes of cataloging rules in use in this country. The "A. L. A. condensed rules," presented and adopted at the Buffalo conference (L. J., 8:251, 292), is merely a skeleton outline of a code and gives opportunity for many variations in detail. "Cutter's rules" and the "Library school rules," the codes in most general use, differ in many important particulars. Libraries founded previous to the publication of these codes have their own rules which they follow with more or less consistency, and the Library of Congress has its own variations. In view of these differences in practice it was found necessary to take up the whole subject of cataloging rules from the foundation. In December, 1901, the A. L. A. Publishing Board appointed an advisory committee on cataloging rules. This committee reported progress at the Waukesha conference in 1901 and at that conference the A. L. A. Council voted "That the Council authorize the promulgation of the proposed A. L. A. cataloging rules for printed cards so soon as the Publishing Board and its special advisory committee and the Library of Congress, shall have agreed upon the details of same." Further progress was reported at the Magnolia conference. At both these conferences the sessions of the Catalog Section were mainly occupied with discussion of points upon which the committee had failed to come to an agreement. The pamphlet now before us is entitled "A. L. A. rules—*advance edition*" and the committee invites further

discussion. We do not therefore understand that the rules in their present form are "promulgated" by the A. L. A. Council but that, as a preliminary report of the committee, they are still open to criticism and amendment.

Before entering upon a criticism of some special points we wish to commend the committee for the common sense view which they have taken, meaning by that the attempt to realize so far as possible, the attitude of the intelligent public and to avoid the extravagances in which some catalogers have indulged, such as the worship of the full name. A part of rule 47 reads "Forenames not used by authors and not represented by initials on the title-pages of their works shall be omitted." The rule for modified ("umlauted") vowels is also one that will be easily understood by the public and will probably meet with the approval of catalogers. A quotation in the introduction, taken from Cutter's rules, well states the position of the committee. Its gist is in the first sentence. "The convenience of the public is always to be set before the ease of the cataloger." Another point to be commended is the clearness and directness with which the rules are stated.

As the committee invites criticism and suggestions we will call attention to a few rules which might, in our opinion, receive further consideration.

Rule 4. "Enter under initial of author's names when these only are known, the last initial being put first," etc. Although this is the usual practice in American libraries it would probably be better to follow the British Museum rule and consider such books anonymous. Often the initials do not correctly represent the real name of the author and entry under the last initial is absurd. An example is T. W. O., pseud. for V. C. Young and M. C. Hungerford (authors of "Philip"). For a discussion of this point by Mr. Henry Guppy see *Library Association Record* for June, 1901, p. 312.

Rule 9. "Enter Government Bureaus or offices subordinate to a department directly under the country, not as sub-headings under departments." This rule is one upon which the committee requests comment, especially in regard to the alternative forms of entry suggested in the note, viz. (a) Bureau of education, (b) Education bureau, (c) Education, Bureau of. Although (b) is the practice of the Superintendent of documents it should be at once ruled out of court as it is not the correct official name of the bureau. Of the other alternatives (c) is to be preferred as it places first the word under which the entry is to be alphabetized. In the entry of divisions certain exceptions to the rule should be made. For example, the divisions of the Library of Congress should be subordinated to the library, and the Auditors and Statistics

divisions belong under their respective departments rather than under the headings Auditor and Statistics.

Rule 14 calls for the entry of "a society under the first word of its corporate name." Rule 23 reads "Enter bodies whose legal name begins with such words as Board, Corporation, Trustees, under that part of the name by which they are usually known." This exception to rule 14 should be extended so as to allow of entry under that part of a society's name by which it is best known; for example "Young People's Society of Christian Endeavor" under "Christian Endeavor, Young People's Society of." This inversion of the name is already allowed in cases of orders of knighthood, see Rule 17. Compare also 25, Academies.

Rule 24. The rule for entry of firm names, Appleton, D., & Co., should be extended so as to cover corporations, libraries, colleges, etc., whose legal names include forenames. For example, the Silas Bronson Library is frequently called the Bronson Library, and should be entered "Bronson, Silas, Library." It is especially awkward when the name begins with initials as T. B. Scott Public Library.

Rule 23. All banks should be entered under place. They are as purely local as churches, benevolent societies, etc., and their names, although often in one sense distinctive, occur over and over again in all sections of the country: City, Security, Merchants.

Notwithstanding the long discussion at Magnolia upon the use of capitals the committee is not yet ready to formulate rules. As a statement of the present usage on the printed cards and as a basis for further discussion, the rules now in force in the Library of Congress are printed as Appendix 1. Appendix 2 contains the Library of Congress rules for entry of periodicals with examples. This is a full, clear, and satisfactory treatment of the many vexatious problems arising from changes of title, imprint, etc.

The rules are numbered in one series from 1 to 81. When finally "promulgated" a numbering similar to that of the Library school rules would be preferable as it would allow additions and interpolations without disarrangement of the old numbering.

The committee desires to bring about conformity between these revised rules and the forthcoming editions of Cutter's rules and the Library school rules and it is confidently expected that in their final form they will be accepted as the standard for American libraries if not for all time at least for the lifetime of most of those now engaged in library work. In order that they may adequately represent the consensus of opinion of catalogers let all who question the rules in their present form communicate at once with the committee.

G. M. J.

NEW YORK STATE LIBRARY. Bulletin 70, January, 1902. Bibliography 33: Partial list of French government serials in American libraries; prepared by the A. L. A. Committee on Foreign Documents. Albany, University of the State of New York, 1902. p. 97-164. O. 15 c.

The task of which this list marks the completion was begun several years ago by the Committee on Foreign Documents of the Library Association, as the result of a suggestion made by Mr. Clement W. Andrews. Foreign public documents are represented to any extent only in the larger reference libraries of this country, and it was thought that a guide to the files available might be useful to students and to librarians. The publications of the French government were selected for a beginning, and whether the work of the committee is extended to German or other documents will probably depend upon the use made of the present list. This is in no sense a bibliography, but a compact title list of such French government serials as may be found in leading American libraries. Omissions, the compilers point out, are many, among the publications excluded being the legislative proceedings of the Revolutionary assemblies, the Consulate and the Empire.

The arrangement is alphabetical by title, the main list being supplemented by an index of the various government offices, giving the publications of each office. Changes of title and numbering are indicated when possible under a single heading, by means of notes or references, and the annotations give clue to variations and special characteristics. To each entry is appended the abbreviations of those libraries in which files of the publication recorded are available. Full sets are indicated by the abbreviation alone; for partial sets dates are noted. Thus, of the "Almanac national" a complete set is available at the Boston Athenaeum; Columbia University has the volumes for 1792, '99, 1803, '09, '12, '13, '26, '43, '85, '86; while Library of Congress, Cornell, John Crerar, Detroit, Harvard, Massachusetts, New York Public, New York State, and Peabody have similar partial sets. These libraries, with the addition of Boston Public, University of California, St. Louis, Wisconsin Historical, and Yale, are the only ones represented in the list and of them the New York Public Library seems to lead, in the extent of its collections, with Harvard and the John Crerar next in order. The Library of Congress does not make a strong showing in full sets, but it is probable that much of the work recently done toward rounding out its collection is not represented in this list. Several publications ("Annuaire de l'Algérie et des colonies," "Annuaire de l'arme de l'infanterie," etc.) are included without indication of any library in which they may be found—a practice which does

not accord with the purpose of the list; and there are 29 titles for which the New York Public Library alone is representative. The list certainly makes clear the need of more systematic rounding out of their collections by those libraries large enough to take up reference work in public documents. Its practical use, of course, can be only tested by experience, but it seems likely to be extremely helpful in a limited field. If this is demonstrable, the present list will probably be followed by a similar list of German official publications, for which much material has already been gathered by the committee. Mr. Gould, the chairman of the committee, emphasizes especially the work done by Mr. Andrews and Miss Adelaide Hasse, the former in collecting material and arranging for publication, the latter in transcribing, compiling, revising and editing. The New York State Library has given material aid, in including the list among its bulletins and in permitting type to stand during prolonged correction of proof.

PUBLISHERS' TRADE LIST ANNUAL, 1902, 30th year: Index, by author, title, and subject catch-word to the books cataloged in the publishers' lists of 1902; edited by A. H. Leyboldt. New York, Office of the *Publishers' Weekly*, August, 1902. 12+1104 p. O.

Both extrinsically and intrinsically this book is calculated to disarm criticism. For the former there is a powerful appeal to sentiment in its favor, in the name of its editor and in the attendant circumstances. A generation has passed since the late Frederick Leyboldt, husband of the editor, devoting himself to a high bibliographical ideal in a spirit truly heroic, and with efforts no less so, laid the foundations for the series of publications which issue from the *Publishers' Weekly* office, and gave them from the start the high character for general excellence which they still bear. The "Trade list annual" is one of these publications and has appeared since 1873 with singular regularity and promptness of issue and with as much completeness as to the catalogs included as could be hoped for. It was the leader among such publications winning that "sincerest flattery—imitation" in England and France, though in neither country has an annual issue been attempted. This shortcoming has been partly atoned for by the fact that the English and French books have been copiously indexed, while the "Trade list annual" has had no index. This has constantly been felt as a serious drawback, and hopes have been entertained that an index might come to be a feature of the publication. The present volume more than realizes any hopes based on a comparison with the English and French catalogs. For while their indexes are so brief as to necessitate for most purposes a reference to the catalog, this gives most of

the items for which one usually refers to the catalog—author's name with initials, title of book, and price, as well as publisher's name.

By an ingenious arrangement of title entries, often under subject-words, the index becomes practically a subject-catalog as well, without being overloaded with three kinds of entries, author, title, and subject. The immensity of the labor involved in such a work becomes apparent when it is observed that there are 1104 double-columned pages, about 95 lines to a column. The volume is a very light and thin one for this number of pages, and perhaps the paper is a little too thin, making rapid turning of the leaves somewhat difficult.

A marked innovation is in the use of the dash at the beginning of a line to represent a family name, after the fashion of foreign catalogs, American practice having been to repeat the name for each individual. So much is gained in space by this method that it will be generally accepted as entirely justifiable in an index of this sort. In some cases the "colon-abbreviations" used in the "American catalogue" and by librarians generally for the commonest Christian names are employed, but more often the initials are given without such indication. It is becoming so necessary, for cataloging purposes, to have full Christian names given, especially now that the Congressional Library makes an extra charge for cards ordered without giving such names, that librarians will often have occasion to wish the colon-abbreviations could have been oftener used.

Having spoken of the only things which can be noted as defects it remains to be said that in this Index we have much the handiest and most useful bibliographical tool at present available to the librarian and bookseller.

Whether the patronage will warrant the annual issue of such an Index remains to be seen. As it stands it is a great credit to the patient and almost unfailing accuracy of its editor, and to the enterprise of its publishers.

W. I. F.

Library Economy and History.

LOCAL.

Baltimore. *Enoch Pratt F. L.* On Monday, Oct. 6, the Enoch Pratt Free Library opened a new station and reading room at the corner of Gay and Mott streets (Old Town), a neighborhood with a large foreign population. The reading room is designed especially as a children's reading room and is opened in co-operation with the Arundell Good Government Club of the city—an adjunct of one of the leading women's clubs. The room is in one of the branch buildings of the Provident Savings Bank. Another branch of this bank is in one of the branch buildings of the library.

Recently the library has arranged with one of the department stores of Baltimore—Hochschild, Kohn & Co.—to send a hundred books to the store every two weeks for the use of the employees in their lunch room. The firm is responsible for the books, which are sent to them in the same way that books are sent to the public schools.

Binghamton (N. Y.) City School L. (Rpt.—year ending Aug. 30, 1902.) Added 534; total 14,562. Issued, home use 66,241. No. borrowers 3972.

The city recently voted to accept Andrew Carnegie's offer of \$75,000 for a new library building. A site has been purchased for \$15,000, and a library commission appointed by the mayor. The board of education will turn over to this commission a part of the City School Library.

Bloomfield, N. J. Jarvie Memorial L. Public exercises were held in the Jarvie memorial building on the evening of Sept. 19, when the library department was opened to the public. The building is the gift of James N. Jarvie, of Glen Ridge, to the Westminster Presbyterian Church of Bloomfield, and is a memorial to the mother and father of the donor. During the exercises announcement was made that in addition to his gift of the building and its equipment, costing above \$100,000, Mr. Jarvie had given the sum of \$50,000 as an endowment fund for the library. The building contains four distinct departments: Sunday-school rooms, church parlor and kitchen, boys' drill room, and the public library. The latter has a separate entrance, and is not connected with the rest of the building. It contains a hall 8 x 31, with delivery room at one end and stairs to the men's reading room at the other. Opening from this is the stack room, 18 x 48, with steel stacks, and a book capacity of 20,000 v. At the east end is an open alcove 8 x 12, arranged as a reference room, and at the west end a children's alcove. The general reading room is 23 x 34, with six tables accommodating six readers each. At the foot of the stairs is the men's reading room, intended as a quiet place for evening use. The library contains over 5000 volumes. The endowment fund for its maintenance is given as a memorial to Mr. Jarvie's sister, to be known as the Mary Jarvie Memorial Fund.

Brooklyn (N. Y.) P. L. On Sept. 15, it was voted by the Administration Committee to expend \$3000 to increase the reference collections at the branches. The books have been selected and the orders placed. Prof. Steenberg, delegate of the Committee for the Extension of Public Libraries of Denmark, visited in September seven branches of the library to study the housing of the books, the methods in use, and the results attained.

The chief librarian and twenty members of the staff were granted leave of absence, with full pay, to attend Library Week at Lake

Placid; 14 of these were heads of departments or of branches.

Miss Minnie Le Clear has been granted one year's leave of absence to attend the Training School for Children's Librarians conducted by the Carnegie Library of Pittsburgh.

The fortnightly staff-meetings, which had been discontinued during the vacation period, were resumed on Sept. 17.

The site recently secured on Franklin avenue and Hancock street is intended for a Carnegie branch library, and not for the central building of the library system, as was previously stated in these columns.

Dallas (Tex.) P. L. The book fund of the Public Library of Dallas, Texas, has recently been increased by gifts amounting to \$2000. Miss Helen Gould gave \$1000, and \$1000 was the gift of the late Philip Sanger of Dallas.

Dover (Del.) P. L. The library was opened to the public on Sept. 23.

Hartford (Ct.) P. L. (64th rpt.—year ending June 1, 1902.) Added 5962; total, about 74,000. Issued, home use 213,381, of which 198,564 were delivered from the main library. New registration 1594; total in re-registration begun Nov. 1, 3706. Receipts \$16,307.05; expenses \$16,268.60.

An interesting report, especially significant in its review of ten years of the library's history. The library was made free to the public on Sept. 15, 1892. Just prior to that change it had about 35,000 books, from 500 to 1000 registered readers, and a circulation of from 27,000 to 43,000 v. yearly. It has now about 74,000 v., 12,000 readers, and a circulation of about 200,000. Its book purchases have risen from 1000 v. yearly at \$700 or \$800, to 6000 v. at from \$4500 to \$5000. To-day it spends from three to four times as much for binding as was formerly spent for books, and annually removes from the shelves as worn out a number which in a few years would have depleted the old library.

Johnstown (N. Y.) P. L. The cornerstone of the new library building was laid with Masonic exercises on the afternoon of Monday, Sept. 27.

Kentucky library legislation. The library bill passed by the recent legislature (act of 1902, chap. 65) does not provide for a state library commission, as was incorrectly stated in these columns. (L. J., April, p. 217.) The bill as introduced by Senator Allen provided in sections 1-3 for the establishment of a free library commission, in sections 4-12 for the establishment and maintenance of public libraries and reading rooms in "any city or town." This bill was passed by the Senate but amended in the House. The amendments consisted of (1) the omission of the sections providing for the commission and

(2) the limiting of the application of the remaining sections to "any city or town of the third, fourth, fifth or sixth class."

Lima (O.) P. L. (1st rpt.—year ending Sept. 21, 1901.) Added 1037; total 2678. Issued, home use 31,423. Borrowers' cards issued 1952.

When the library was first opened to the public, on Sept. 21, 1901, there were 1641 v. on the shelves. During this first year of use six books were lost, of which three were paid for.

Michigan, Township libs. The state board of library commissioners has just issued a "Legislative history of township libraries in the state, from 1835 to 1901," compiled by L. M. Miller. The laws are summarized in chronological order, and show the gradual decay of the township school library system, which seems to have given way before the development of the municipal public library.

Norwich, N. Y. Guernsey Memorial L. The library building was formally opened on the evening of Sept. 11.

Phoenixville (Pa.) F. P. L. On the evening of Tuesday, Sept. 30, the new Carnegie library was opened.

The library movement was started in Phoenixville as long ago as 1857, by the opening of a Young Men's Literary Union, and had a precarious life until 1890, when from various causes it became necessary either to realize or to store the property of the institution. The school board came to the rescue and provided a room in the Church street school building. In 1895, the legislature of Pennsylvania having passed an act authorizing school boards to establish free libraries, to be supported and maintained by the district, the Y. M. L. U. property was transferred to the school board and the nucleus of the present institution was made safe. The building in which they had a location being sold over their heads, it became necessary to find, if possible, new quarters. The managers applied to Mr. Carnegie and he donated \$20,000 which enabled the committee to erect the handsome building in which the library is now housed.

After introductory remarks by the chairman of the meeting, the founder of the Young Men's Literary Union traced the history of the library movement from 1857 to the present time. Mr. John Thomson of the Free Library of Philadelphia, who had visited Phoenixville and been interviewed by the trustees on various occasions two or three times, attended the opening on special invitation and spoke on the advantages of public libraries in their fourfold capacities for usefulness. He described them as storehouses, bureaus of information, providers of pastime, and promoters of education. A speech followed from Mr. McElree, who voiced the feeling of indebtedness to Mr.

Carnegie and the exercises closed with an address by Colonel H. H. Gilkyson full of humor and good sense.

The building is situated on South Main street and is built of Avondale stone with Indiana limestone and marble trimmings. It is a one-story structure surmounted by a dome. The entrance is approached by a broad set of stone steps and the library room presents an unbroken area of some 40 by 60 feet, with a height of 25 feet. Over the carved mantel is cut the inscription "This Library Building is the gift of Andrew Carnegie—1901."

Riverside (Cal.) P. L. (Rpt.—year ending June 30, 1902.) Added 836; total 13,626. Issued, home use 72,084 (fict. 82%). New registration 666; cards in use, 4223.

The Carnegie library building is rapidly approaching completion. A new printed catalog is under way. The circulation shows a gain of 6708 over the previous year.

St. Joseph (Mo.) F. P. L. (Rpt.—year ending April 30, 1902.) Added 1349; total 21,537. Issued, home use 96,806. Borrowers' cards in use 4778. Receipts \$8433.05; expenses \$8379.84.

During the year the library was removed to its new building, previously described in these columns, which naturally caused a temporary falling off in circulation. During the first two weeks in the new building (all that is covered in the report) the records showed the largest daily average use of the library in its history. Open access and the attractions of the children's room have been special factors in this increase. The two-card system has been adopted for the simultaneous issue of fiction and non-fiction, and is found preferable to the old plan of issuing two books on one card.

"A matter affecting the growth of the library during the year just closed, and which will be more deeply felt from this time forward, is the combination formed by the publishers and dealers whereby the discount to libraries is curtailed. It is a question of serious import to libraries with limited incomes, as it adds greatly to the cost of new books. In adopting a net price system, it was claimed that it was not the intention to increase the price either to the general purchaser or the public library, but a careful comparison of old prices with the new of many of the publishers discloses the fact that in a majority of cases prices have been advanced; in many instances the increase being from 16 $\frac{2}{3}$ to 24 per cent. No one attempts to find fault with the net price idea, as it unquestionably helps the smaller book dealers and does away with price cutting on a few of the popular books. It is not claimed that libraries are the largest purchasers of books, but publishers will admit that were it not for libraries many books now published at a profit would show a loss. And a further point that seems to

have been lost sight of is that libraries are 'continuous' purchasers—that is, a good book once placed on the shelves will be bought time and again long after the demand on the part of the public has practically ceased."

San Francisco (Cal.) P. L. A reading room for the blind was opened on Aug. 19 in the branch library building at Fourth and Clara streets. The room will be maintained under the auspices of the San Francisco Auxiliary for the Establishment of Reading Rooms for the Blind. It is open from 10 to 12, and from 2 to 4, and arrangements have been made for morning and afternoon readings by members of the auxiliary.

Springfield (Mass.) City L. The home delivery system carried on last winter was resumed Oct. 1. The prices are the same as previously, viz., \$1 for 12 weeks' service and \$3 for 38 weeks. It is planned to carry a "travelling library" in connection with the system, limited to about 25 volumes, from which subscribers may choose books if they desire.

Waterloo, Ia. In consequence of the local quarrels and rivalries arising over the choice of a site for the \$30,000 library building offered by Andrew Carnegie, Mr. Carnegie has withdrawn his offer until the site question shall be satisfactorily settled.

Wisconsin, Township libraries. The development of school township libraries in Wisconsin is touched upon in the biennial report (two years ending June 30, 1900) of the State Superintendent, L. D. Harvey (p. 105-112).

The library, it is said, "has grown to hold a permanent place in the economy of school work in the state of Wisconsin; teachers are finding more and more that efficient school work necessitates the use of books other than the text-books." The law was made mandatory six years ago, and for some years its enforcement required much vigilance; but the opposition has diminished each year, and its acceptance is now becoming more and more a matter of ordinary routine. "The greatest need at present is to make the libraries more valuable in the education of children." To this end instruction in the use of juvenile books is made a part of the normal school course, and in the teachers' institutes one week's instruction is given in library reading. "Libraries have been brought into the institutes, books read and discussed, and plans for the use of certain books made out. The instruction in the proper use of the different kinds of literature has been given as outlined in the institute circular. This outline was discussed in the school for institute conductors and has been carefully followed in most cases, with very good results both in the kind of instruction and the work accomplished by the members of the institute."

FOREIGN.

Birmingham (Eng.) F. Ls. (40th rpt.—year ending March 30, 1902.) The reference library now contains 164,319 v., and the total v. in all the libraries is given as 272,166. The total issue was 1,332,315, or a daily average of 4,177, compared with 1,260,000 (daily av., 3,965) for the previous year.

THE JOHN RYLANDS LIBRARY, MANCHESTER: a brief description of the building and its contents, with a descriptive list of the works exhibited in the main library. Printed for private circulation, July, 1902. 47 p. O.

A general review of the history, contents and characteristics of the Rylands Library. The rich special collections of early printed books, Bibles, and rare volumes are noted, and the building is described somewhat in detail. Appended is a "Descriptive list of the manuscripts and books exhibited in the show cases in the main library."

MACFARLANE, Harold. A library within a library: being some account of the "Doll's house" at the British Museum. (*In Pall Mall Magazine*, Oct., 1902. 28:276-281) il.

The library described is a collection of 49 volumes printed in exceedingly small type. The 49 volumes occupy a space eight inches high and six and a half inches broad. Reference is made to the travelling library invented by Sir Julius Caesar, Master of the Rolls in the time of James I.

Marylebone, London. On Sept. 29 the committee of the Marylebone Borough Council decided that it was impracticable to accept Andrew Carnegie's offer of \$150,000 for branch library buildings. The refusal was based on the objections of the borough to the increased rates which would be entailed by acceptance of the libraries.

New Zealand, General Assembly L. (Rpt., 1901-2.) Added 1770; total, about 52,000. There are 710 books reported as missing, of which 259 are from the fiction department. These figures are the result of a thorough stock taking, made during the recess while the library was closed for a month. This was the first inventory made in many years and proved a "much more tedious and onerous task" than had been anticipated. It is pointed out that the losses recorded "are spread over a long period. It is now some eleven years since the compilation of the main catalog was commenced; and, divided by eleven, the total does not show so alarming a yearly average, especially when it is remembered that many of the works are official publications, used continually in the House, and apt to be easily mislaid or forgotten."

Recess privileges, exclusive of fiction, were granted to 219 persons, to whom 3351 v. were issued; in addition 1380 v. were issued to members of Parliament.

The library holds about the same relation to its constituency as is held in the United States by the Library of Congress, and is used mainly by the legislative and professional classes. Mr. Charles Wilson, the librarian, writes: "Of course we do things on a very small scale as compared with the great American and English libraries, but then you see we are a country only about 60 years old."

Nottingham (Eng.) F. P. Ls. (Rpt., 1901-2.) Added 3895; total 104,122. Issued 308,000, a daily av. of 1493, which is an increase of 35,210 v. over the previous year. Issue of fiction was 51 per cent. "The reference library is doing excellent educational work." The total attendance was 2,199,169. The series of half hour talks about books and authors, begun 12 years ago, was continued through the winter months.

SAVAGE, Ernest A. The Bodleian Library. (*In Nineteenth Century*, Sept., 1902. p. 448-454.)

A readable account of the Bodleian library and its founder.

Practical Notes.

ATKINSON, Edward, and Norton C. L. "Fire-proof wood," so-called. (*In American Architect and Building News*, Sept. 6, 1902. 77:75-78.)

Describes a series of experiments to determine what fire-resistant material would best serve for shelving a library. This investigation is not yet completed, but the "evidence is conclusive that wood, whether treated chemically and called fireproof, whether painted with what are called fireproof paints, and unless covered with fire-resistant materials of considerable thickness, is unfit to be used for interior finish in buildings which are otherwise of incombustible materials." Mr. Atkinson further says: "In dealing with shelving for libraries or museums, the new material known as uralite, not yet attainable, promises to be the most suitable and absolutely safe material at low cost yet known. It is hoped that large works corresponding to those now supplying Russia, where it was invented, and England, where a large supply is taken up for home use, will soon be established in this country."

BOOKBINDING. (Described in *Official Gazette* of the U. S. Patent Office, Sept. 2, 1902. 100:2006-2007.) il.

A device for binding loose sheets, for which there are 15 claims.

DEVICE for fastening loose-leaf books. (Described in *Official Gazette* of the U. S. Patent Office, Sept. 2, 1902. 100:2020.) il. An arrangement with telescopic tubes.

REMOVING STAINS FROM PRINTS. Many of the prints procurable now are stained through various causes and in different ways. Water stains may be removed by floating the print on a bath of boiling water and alum (2 ounces of alum to one quart of water), sometimes for an hour. Then place the print on a polished marble plate and, before it becomes dry, lay it between pulp-boards and apply slight pressure until perfectly dry. For fox marks, bathe the print in diluted hydrochloric acid or Javelle water, wash it in running water and dry as above. For ~~all~~ ^{gre} spots apply a layer of powdered chalk, about one-quarter of an inch thick, place a blotting-paper over it and apply a hot iron. Dust is removed by gently rubbing over the print virgin rubber or rye-bread. Ink-stains are difficult to remove. Moisten the print on the back with a sponge and then touch the spots with oxalic acid, immerse the print in a solution of chloride of lime (one part chloride of lime to nine parts of water) and wash in running water. Several immersions in chloride of lime may be necessary. Dry as previously described. Rice-paste is more desirable for the reason that it retains its clear white color when dry, while the bookbinders' paste leaves a yellow tint. A good quality of rice-paste may be made as follows: Mix one pound of rice-flour with enough lukewarm water to dissolve it, having added one teaspoonful of alum. Stir to a thick cream until free from lumps; then slowly pour on boiling water, stirring all the time until the paste becomes stiff. If covered with some loosely woven cloth and put in a cool place it will keep for months without becoming mouldy. —*From a paper on "Extra-illustration," by A. J. Rudolph, Newberry Library, Chicago.*

URALITE. Manufacture of the new fireproof material uralite. (*In Scientific American*, Oct. 4, 1902, 87:242-243.) il.

Mr. Edward Atkinson in an article on "Fire-proof wood," previously noted, spoke of uralite as promising to be "the most suitable and absolutely safe material at low cost yet known" for libraries and museums. The article in the *Scientific American* gives in some detail an account of its manufacture and convincing illustrations of its fire resisting qualities. The fundamental component of uralite is asbestos. In London fire insurance companies have decreased their rates where uralite is employed from \$5.25 to \$1.90. This new material is the invention of Col. Ichenetsky, of the Russian artillery, and takes its name from the Ural mountains, where large quantities of asbestos are obtained. It is extremely light in weight, of great strength, durable, and is a first-class material for building purposes — all adapting it for library use.

Gifts and Bequests.

Carnegie library gifts.

The following recent gifts are reported for Great Britain:

Ashby-de-la-Zouch, Eng. £1500.
Criccieth, Wales. £800.
Dingwall, Scott. £2000.
Flint, Wales. £200.
Jarrow, Eng. £5000.
Kelso, Scott. £3500.
Limerick, Irel. £7000.
Lowestoft, Eng. £6000.
Moseley, Eng. £3000.
Sterling, Scott. £6000.
Stornoway, Scott. £3500.

Librarians.

BARR, Charles J., New York State Library School, class of 1902, has been appointed reference librarian at the John Crerar Library, Chicago.

CANFIELD, Dr. James Hulme, librarian of Columbia University, and first vice-president of the American Library Association, received the honorary degree of doctor of literature from the University of Oxford on Oct. 9.

DENIO, Herbert W., New York State Library School, class of 1894, head cataloger of the New Hampshire State Library, has been appointed librarian of the Westfield (Mass.) Atheneum, succeeding George Stockwell. Mr. Stockwell will not continue in library work, but has gone to Parker, South Dakota, to enter the ministry, and will have charge there of the Church of the Good Samaritan.

DERICKSON, Miss Maud E., Pratt Institute Library School, class of 1902, has been appointed head of the circulating department of the Portland (Ore.) Public Library.

EATON, Miss Harriet Louise, Pratt Institute Library School, class of 1902, has been appointed librarian of the Normal School Library, at West Superior, Wis.

FORD, Worthington Chauncey, chief of the Documents Department of the Boston Public Library, has been appointed chief of the Division of Manuscripts of the Library of Congress, at a salary of \$3000 per year. Mr. Ford was from 1893 until 1898 chief of the Bureau of Statistics of the Treasury Department, where he won an international reputation. At the Boston Public Library he practically organized the department of documents, and has developed it to a wide usefulness. Mr. Ford was engaged this summer to conduct an analysis of the municipal finances of New York City, under the auspices of the Merchants' Association of New York.

GIBSON, Miss Charlotte C., formerly librarian of the Fletcher Memorial Library, Ludlow, Vt., has been appointed first assistant at the Washington County Free Library, Hagerstown, Md.

GIBSON, Miss Irene, assistant librarian of the Washington (D. C.) Public Library since its organization, resigned in September to become an assistant in the Order Division of the Library of Congress.

HUSE, Hiram Augustus, for nearly 30 years state librarian of Vermont, died suddenly at Williamstown, Vt., on Sept. 23, of angina pectoris. Mr. Huse was born in Randolph, Vt., Jan. 17, 1843. When he was two years of age his parents removed to Wisconsin, where they resided until 1868, but young Huse returned to Vermont in 1860 to fit himself for college. He was graduated from Dartmouth College in 1865, and in 1867 from the Albany Law School, where William McKinley was at that time a student. He was admitted to the Orange county (Vermont) bar in 1869. While attending college he enlisted Aug. 19, 1862, and served in the 12th Vermont Volunteers in the Civil War, until his regiment was mustered out. In 1872 he removed to Montpelier and began the practice of law, serving at the same times as editorial writer on the *Green Mountain Freeman*. He was made state librarian in 1873, represented Montpelier in the legislature of 1878, and was elected state's attorney in 1882. Mr. Huse was married in 1872, and leaves a widow and two children. He was connected with many state organizations — among others the G. A. R., Sons of the American Revolution, and Society of Colonial Wars — and was for many years a member of the school board, and a trustee of the Kellogg-Hubbard Library, of Montpelier. Mr. Huse was known throughout the state, and his keen humor and kindly nature made him generally loved and respected. He was a member of the National Association of State Librarians, and had attended the Montreal and Waukesha conferences of the American Library Association.

SCHENK, F. W., formerly assistant in the Harvard Law Library, has been appointed in charge of the law library of the University of Chicago.

SONNECK, O. G. T., of New York City, has been appointed chief of the Division of Music of the Library of Congress, at a salary of \$2000 per year. Mr. Sonneck, who was born in Jersey City in 1873, studied the history and theory of music at Heidelberg and was for four years at the University of Munich. He has contributed widely on musical subjects to American and foreign periodicals, and has for some years been engaged in special research with reference to the history of secular music in the United States.

Cataloging and Classification.

BOSTON P. L. Finding list of books common to the branches, No. 5, September, 1902. Boston, 1902. 8+140 p. O.

Previous issues of this list have contained only accessions since June, 1897; the present volume covers all important titles included in all the branches. The branch collections are not uniform, however, so that the list is not complete for any branch. It shows a creditable and fairly well rounded selection, although, naturally, series volumes and "popular" books predominate. Fiction covers 40 p. and books for young people 38 p.

COSSITT, L., *Memphis, Tenn.*, began in July the publication of a monthly bulletin. The three numbers already issued are devoted to classed lists of accessions with annotations, and the September number contains also a list of periodicals on file in the reading room.

GENERAL ASSEMBLY L., *Wellington, N. Z.* Lists of accessions from 18th February, 1899, to 14th June, 1902; Charles Wilson, chief librarian. Wellington, 1902. 92 p. O.

Made up of five lists, covering from three to six months each; some are classed, others alphabetical, fiction lists being given separately.

The ORIS L. (*Norwich, Ct.*) *Bulletin* has recently contained some good special lists. In the June number was given a list of books in the library by Norwich authors, covering 44 names; and in the August number is a list of Connecticut local histories contained in the library.

PATENT OFFICE, *Great Britain*. Subject list of works on domestic economy, foods, and beverages, including the culture of cacao, coffee, barley, hops, sugar, tea, and the grape, in the Library of the Patent Office. (Patent Office Library ser. no. 9; bibliographical ser., no. 6.) London, Patent Office, 1902. 136 p. S. 6d.

A compact little volume, listing 1270 works representing some 2043 volumes. The subject headings are in alphabetical sequence, and entries are chronological by imprint date. Appended is a key to the classification headings. There is a lack of connecting references between allied subjects. Thus under Beer, Beverages and Brewing are entries which apply equally to all three topics, but are given only under one, with no cross-references from one heading to the other. In so restricted a list, of course, this lack of references is less important. In details of entries thoroughness and care are evident.

ST. JOSEPH (Mo.) P. L. Fourth supplement to the classified list of the circulating department: Additions from June, 1901, to May, 1902. v. 5. Quarterly bulletin, consolidated. 22 p. O.

The SALEM (Mass.) P. L. *Bulletin* for September devotes its special reading lists to Coal and coal mining, Earthquakes and volcanoes.

VICTORIA P. L. OF WESTERN AUSTRALIA, Perth. Catalogue of books. Part I [A-B]. 64 p. I. O.

A dictionary catalog, to cover in all about 5000 v., issued in quarterly parts of 64 pages. This first part covers A to Barr, and with it is issued, in separate pamphlet, an outline of the "System of classification" followed. This is a fixed location scheme, with 26 classes; one for each letter of the alphabet. The catalog is neatly printed, and gives evidence of careful work. There are abundant analyticals, especially for society publications, collections of voyages, etc. Imprint data includes size, date and place of publication. Title entries are generally followed by brief indication of character of the work, as "nov.," "tale," "trag." etc.

Bibliography.

CRIMINAL AND DEFECTIVE CLASSES. A series of special bibliographies by Arthur MacDonalld are included in the recently published volume devoted to the "U. S. House Committee on Judiciary. Hearing on the bill (H. R. 14798) to establish a laboratory for the study of the criminal, pauper and defective classes." (Washington, Gov. Print. Office, 1902.) The bibliographies cover: Bibliography of genius, p. 141-43; Alcoholism, drunkenness, etc., 177-213; Pauperism, poverty, etc., 213-29; Criminology, 229-80; Physical criminology, 281-85; Capital punishment, 285-87; Crime and insanity, 288-89.

EDUCATION. Cubberley, Ellwood P. *Syllabus of lectures on the history of education; with selected bibliographies.* New York, Macmillan, 1902. 2 pts. 12+129; 8+130 p. il. 8°, bds., ea. \$1.25 net; complete, \$2.25 net.

FRANCE. Mackinnon, James. *The growth and decline of the French monarchy.* New York, Longmans, Green & Co., 1902. 20+ 840 p. O. \$7.50.

Bibliographies are appended to each chapter.

HISTORICAL SOURCES. New England History Teachers' Association. Report, by select committee, Charles D. Hazen, E. D.

Bourne, Sarah M. Dean and others. *New York, Macmillan Co., 1902. 9+299 p. 12°, (Historical sources in schools ser.) net, 60 c.*

Contains an excellent series of annotated bibliographies.

HEADLY. Charles Jeremy, LL.D.: a memoir; by W. N. Chittin Carlton, M.A. *The Acorn Club of Connecticut: 8th publication.* 1902. 54 p. 8°, 2 ports.

This memoir of the former state librarian of Connecticut is by the librarian of Trinity College, Hartford. He gives a list of Dr. Headly's writings, 44 titles.

KANT, Immanuel. Paulsen, Friedrich. *Immanuel Kant: his life and doctrine; from rev. Germ. ed., by J. E. Creighton and Alb. Lefevre.* New York, Scribner, 1902. 19+ 419 p. por. O. net, \$2.50.

Contains a 7-page bibliography.

LAND-GRAnts FOR EDUCATION. Schafer, Joseph. *Origin of the system of land-grants for education.* Univ. of Wisconsin, Bulletin; History series, vol. 1, no. 1. Bibliography, p. 50-53.

MEDICAL INSPECTION OF SCHOOLS. Zirkle, Homer W. *Medical inspection of schools.* Univ. of Colorado, Dept. of Psychology and Education, June, 1902. Bibliography, p. 60-66.

RHEUDE, Lor. M. *Bibliothekzeichen, 32 Ex-libris; mit einem Vorwort von L. Gerster.* 31 z. Teil farbige Tafeln mit 14 S. Text. Zürich, Fritz Amberger, 1902. 8°.

TRUSTS. Flint, Charles R., and others. *The trust: its book — being a presentation of the several aspects of the latest form of industrial evolution; edited by James H. Bridge.* New York, Doubleday, Page & Co., 1902. 38+255 p. 12°.

A list of books relating to trusts (p. 227-255) is given.

UNIVERSITY OF NEBRASKA L. *Bibliographical contributions, 3: Practical bibliography;* by J. I. Wyer, Jr. Reprinted from the *Bulletin of Bibliography,* July, 1902. Lincoln, Neb., July, 1902. 10 p. D.

WHISTLER, James Abbott McNeill. Bowdoin, W. G. *James McNeill Whistler, the man and his work.* London, The De La More Press, 1902. 78 p. 8°.

Contains a bibliography of works by and about Whistler.

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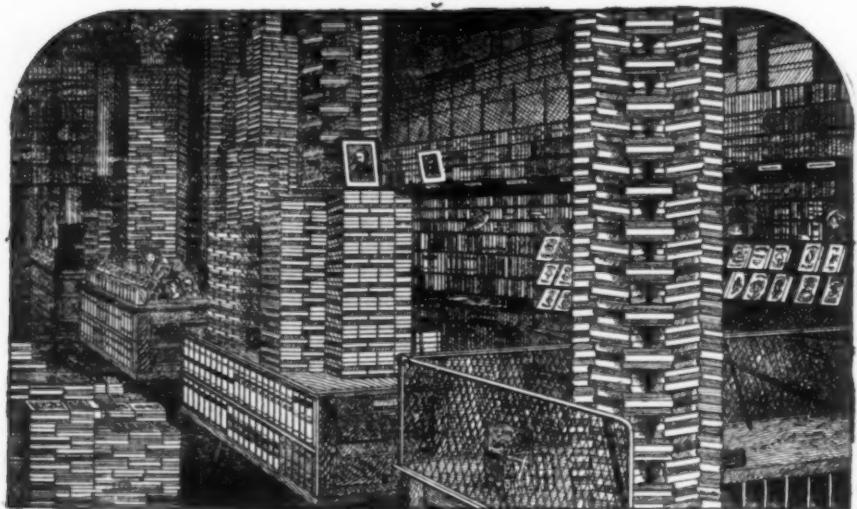
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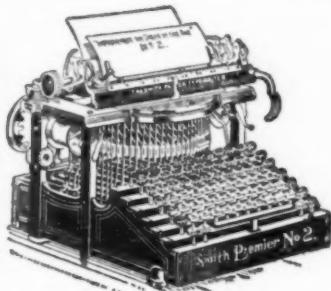
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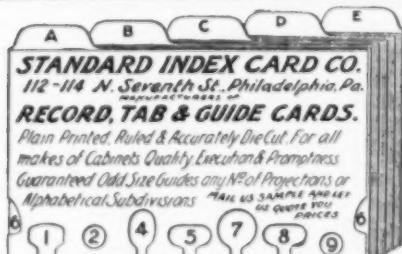
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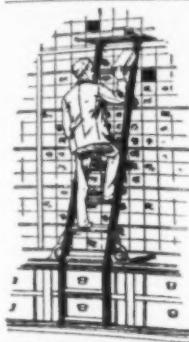
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